

REQUEST TO REPEAT A NURSING COURSE

Students who have received a failing grade or have withdrawn from a required nursing course must complete the Request to Repeat a Nursing Course form and submit it to the College Registrar. The request must be submitted at least one day prior to the progression meeting date noted on the academic calendar applicable to the student's current program option. Submission of the request does not guarantee approval. Enrollment in courses is subject to space availability. All program requirements must be completed within five years of the original date of matriculation.

Student Name: _____ Date: _____

Course Requesting to Repeat: _____ Desired Semester/Term: _____

Procedure

1. Student meets with an Academic Advisor to ensure an academic improvement plan is in place and obtains advisor signature.
2. Student meets with Financial Affairs Officer to determine financial impact of repeating a nursing course and obtains officer's signature.
3. Student submits completed form to College Registrar.

***I have reviewed the student placement procedure/progression policy in the Student Handbook** Yes

Student Signature: _____ Date: _____

Academic Advisor Signature: _____ Date: _____

Financial Affairs Officer Signature: _____ Date: _____

For Office Use Only

Date Received by Registrar: _____ Action of Progression Committee: Approved Denied

Program Chair/Associate Dean Signature: _____ Date: _____

Student Notified by Registrar via: Email Meeting Phone Notification Date: _____