

THIRD ATTEMPT COURSE APPEAL

**NOTE: Students may not repeat a developmental course (courses with a number that begins with zero) more than twice. Students who have repeated a developmental course twice should consult a counselor for other options.**

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| **Student’s Name (Print):** |       | **Date:** |       |
| **Student ID Number:**  |       |
| **(Found on back of student ID card/ Do not use Social Security number)** |
| **Mailing Address:** |       |
| **Telephone Number:** |       |

**STEP 1: Identify requested course(s) to be retaken a third time.**

 **NOTE: Students should only take 16-week classes (except the summer term). The 8-week classes and online classes are not recommended.**

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| **Course(s) to Repeat** | **Course Section Number(s) You Wish to be Registered for:** |
| **First Choice** | **Second Choice** |
| **Example: *BUS 110*** | ***0002*** | ***0007*** |
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**STEP 2: Attach to this form or use the backside to explain the previous grades in the course(s) being appealed.**

**STEP 3: Submit request to appropriate Dean:**

 Dean of Arts & Humanities, Horace Sisk Rm.610

 Dean of Business Programs, Cumberland Hall Rm. 371

 Dean of Computer Information Technology, General Classroom Building Rm. 215-A

 Dean of Engineering & Applied Tech, Advanced Technology Center Rm. 145

 Dean of Health Programs, Heath Technologies Center Rm. 204

 Dean of Public Service, Horace Sisk Rm. 603

 Dean of Math & Science, Horace Sisk Rm. 600

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| ***TO BE COMPLETED BY DEAN/DIVISION CHAIR*** |
| **Course(s) to Repeat** | Semester Course(s) was/were taken | **Grade Received** |
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| **[ ]  Approved** | **[ ]  Disapproved** |
| **[ ]  Approved with the following stipulation:** |  |
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| **Dean or Division Chair Working Registration** |  | **Date** |
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| **Semester:** |       |  | **Notification: [ ]  In-Person [ ]  Phone [ ]  Mail** |
| **CUM GPA:** |       |  | **Comments:** |       |
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**cc:** **[ ]  Registrar** **[ ]  Appropriate Dean**

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| **Reasons for previously not completing the course(s):** |
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