



Appeal to Repeat a Course

The [Undergraduate Course Repeat Policy](#) permits students to repeat any course in an effort to improve grades. A student may repeat any course no more than two (2) times for a total of three (3) attempts at the desired grade. Under exceptional circumstances, a student may repeat a course for a third time. Students who wish to repeat a course beyond the two-repeat limit must file a written appeal **at least three weeks before the course begins**.

Part 1: To be completed by the student. Please print clearly.

Student Name _____ Tech ID _____
 Email _____@mnsu.edu Phone _____

Course to be repeated

Department				Course#			Section#		Course ID #			
Course Title						Term			Year		Grading Method	
						FA	SP	SU			Letter	Pass/No Credit

In a separate document, explain the extenuating circumstances that warrant a fourth attempt at this course. Describe the actions you will take to improve your performance this time.

I have attached documentation of the extenuating circumstances to this form.
 I have attached a transcript to this form with previous attempts highlighted or circled.

Student Signature: _____ Date: _____

Part 2: To be completed by the chair of the department that offers the course.

Accept Deny

Comments:

Signature: _____ Printed name: _____ Date: _____

Please have the Chair of the Department submit the completed form to undergradeducation@mnsu.edu or bring to Office of Academic Affairs, 315 Wigley Administration Center, Minnesota State University, Mankato, MN 56001.

Part 3: To be completed by Academic Affairs.

Accept Deny

Signature: _____ Date: _____