

## UNDERGRADUATE REPEAT ENROLLMENT PETITION

*This form will allow you to request enrollment in a class in which you have already earned a grade of "D", "F", and under specific circumstances, a "C" (Policy is located on the back of this form).*

Name, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
First Last MI  
 Student ID#: \_\_\_\_\_, Phone Number: (\_\_\_\_\_) \_\_\_\_\_, Email: \_\_\_\_\_@NAU.EDU

### Class Repeat Information

Term (check one)  Fall  Winter  Spring  Summer Year: \_\_\_\_\_ Total # of Units \_\_\_\_\_  
 Subject & Catalog #: \_\_\_\_\_ Class #: \_\_\_\_\_ Embedded Lab #: \_\_\_\_\_

*Standalone labs MUST have their own petition if adding both a lab and a lecture.*

Please add me to the waitlist if this class is full.

### Reason

Provide a brief description of the circumstances that require the use of this petition (you can attach additional sheets if needed):

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### Complete only one of the numbered options below:

#### 1: Second Time Enrollment:

This is the second time I am taking the class in the same term.

Please review the student acknowledgement at the bottom of the page, sign, and date.

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#### 2: Approval for "C" grade replacement

- I am taking the class to replace a "C" grade.  
 I have read the course repeat requirements on the back of this form.  
 I have received approval from an Advisor in the college offering my major:

Department Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Department stamp: \_\_\_\_\_

Please review the student acknowledgement section at the bottom of the page, sign, and date.

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#### 3: Approval For Third Time Enrollment

- This is the third time I am taking the class. Please read and check off the boxes below:  
 I understand that if I do not pass this class for the third time, I will not be able to repeat the class at NAU.  
 I understand that this class is required for graduation and/or must be taken at NAU.  
 I will review my Academic Advisement Report and speak to my Academic Advisor.

Department Chair (Academic unit offering class): By signing this form I approve of the student repeating the class for a third time and waive all required prerequisites. *Signature may be submitted via NAU email.*

Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Department Stamp: \_\_\_\_\_

Please review the student acknowledgement section at the bottom of the page, sign, and date.

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### Student Acknowledgments

- I have reviewed the Grade Repeat policy.  
 I will meet with Scholarships & Financial Aid to discuss any financial implications resulting from filing this form.

Student Signature \_\_\_\_\_, Date: \_\_\_\_\_

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

**Registrar's Use ONLY**

## **Undergraduate Majors and Plans that allow “C” Grade Replacement to meet program specific GPA requirements.**

### **W.A. Franke College of Business-All BSBA & BSACCY majors**

- All BSBA majors are required to have a grade of “C” or better in: ENG 105, MAT 114 and MAT 119 or MAT 121 (dependent upon catalog year), ACC 205, ACC 255, ACC 256, ISM 120, ECO 201, ECO 284, ECO 285.
  - If you received a grade of “C” in any of the above courses, but have not met the BSBA GPA requirement, you may re-take a course in which you received a “C”.
- BSBA majors can re-take a **maximum of two** of the above courses for grade replacement, in which a grade of “C” was received, in order to meet the GPA requirement for the BSBA program.
  - Please see the catalog for full details: [Additional Admission Requirements](#); click on the “Details” tab.
- Please be aware that you are only allowed to grade replace two “C” grades from the list above.
- You may only repeat a required course in which you received a grade of “C” one time.

### **College of Social and Behavioral Science-Social Work Major**

- Must complete **SW 220** and **SW 321** with a grade of “B” or better.
- If you received a grade of “C” in either of the above courses, you may re-take each course one time for grade replacement.

### **College of Education-Elementary, Early Childhood, Secondary and Special Education Majors**

- You must complete **ENG 105** with a grade of “B” or better.
- OR if you receive partial credit and must only take **ENG 205** to complete composition requirements, you must complete **ENG 205** with a grade of “B” or better
- If you received a grade of “C” in **ENG 105** or **ENG 205**, you may re-take the course one time for grade replacement or you may take an approved writing course at the 200-level or above with a grade of “B” or better.

### **College of Environment, Forestry, and Natural Sciences-Forestry Major**

- All BSF majors are required to have a grade of “C” or higher in the following: FOR 101, FOR 211, FOR 213, FOR 215, FOR 220, FOR 225, ENG 105, MAT 125, STA 270, CHM 130, CHM 130L or CHM 151, CHM 151L, BIO 181, BIO 181L, BIO 182, BIO 182L, ECO 280 or ECO 284, CST 111.
  - If you received a grade of “C” or better in any of the above course, but have not met the required minimum preprofessional GPA requirement of 2.75, you may retake a course in which you received a “C” **ONE** time for grade replacement.
  - BSF majors can take up to four classes for grade replacement, in which a grade of “C” was received, in order to meet the 2.75 GPA requirement.

### **College of Environment, Forestry, and Natural Sciences-Secondary Education Major**

- All BSEd majors (SecEd-Biology, SecEd-Chemistry, SecEd-Earth SCI, SecEd-Mathematics, SecEd-Physics, SecEd-General Sci) are allowed to have only one grade of “C” in the following courses: TSM 350, TSM 404, TSM 450.
  - If you received more than one grade of “C” in the above courses, you may retake a course in which you received a “C” **ONE** time for grade replacement.

### **College of Arts & Letters-Secondary Education Major**

- All BSEd – SecEd-History and Social Sciences majors must receive a grade of “B” or better in HIS 205.
  - If you received a grade of “C” in HIS 205, you may re-take the course **ONE** time for grade replacement.

### **College of Engineering, Informatics and Applied Sciences-Mechanical Engineering Major**

- All ME majors are required to have a GPA in the following “foundational courses” equal to or greater than 2.65 prior to enrolling in any 300 or 400 level ME courses: MAT 136, MAT 137, CS 122, PHY 161, PHY 262, CENE 251, MAT 238, ME 240.
  - If you are in the mechanical engineering program and have completed all required foundational courses with a “C” or better, but have a foundational course GPA that is below the acceptable grade point average for enrollment in upper divisional courses, you may repeat up to two of the foundational courses in which you earned a “C” to meet the minimum GPA requirement. You may only repeat a foundational course in which you earned a grade of “C” one time for it to count toward the foundational coursework GPA.

**Personalized Learning students can only grade replace a course in which a grade of “F” was earned.**