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Office of the Registrar

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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). Repeat enrollment for "C" grade replacement must be approved by the Academic Standards Committee.

	approve	d by the Aca	ademic Standa	ards Com	mittee.			
Name,			_,	1			MI	
Student ID#:		ber: (Last	, En	nail:		_@NAU.EDU
Class Repeat Informa	ntion							
Term (check one) ☐ Fa			□ Summer	Year:_				
Subject & Catalog #:		Class #:			Embedde	d Lab #:		_
Standalone labs MUST have	ve their own petition	if addina bot	h a lab and a l	lecture.				
☐ Please add me to the	•	J						
Reason Provide a brief description of	of the circumstances	that require	the use of this	s petition	(you can atta	ich additi	onal she	eets if needed):
Complete only one of	the numbered	options b	elow:					
1: Second Time Enro ☐ This is the second tim	-	lass in the	same term.					
Please review the student	acknowledgement	t at the bott	om of the pa	ge, sign,	and date.			
☐ I am taking the class t ☐ I have read the co ☐ I have received ap Department Advisor Sig Please review the student	urse repeat require proval from an Adv nature:	ements on t visor in the	college offeri Date:	ng my m	Departme	nt stam _l d date.	p:	
	am taking the clas if I do not pass thi this class is requir cademic Adviseme emic unit offering c	s. Please rest class for the class for grade ent Report states.	the third time luation and/o and speak to igning this for	, I will no r must be my Acae rm I appi	ot be able to e taken at N demic Advis	repeat IAU. sor. student r		
Name (Print):	Signatuı	re:)ate:		Depai	tment	Stamp:
Please review the student								
Student Acknowledg I have reviewed the C I will meet with Schol	Grade Repeat polic	•	cuss any fina	ncial imp	olications re	sulting f	rom filir	ng this form.
Student Signature					, [ate:		

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.
 - o 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.
 - o 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 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.
 - o 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.
 - o 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.