



Petition to Repeat a Course

Wilson University

OFFICE OF THE REGISTRAR • P.O. Box 2796, Elk Grove, CA 95625
Telephone: 916.681.2768 Fax: 916.681.2772 • Email: aaston@wilsonu.edu

Name _____ ID# _____ Date _____

I am requesting to repeat the following course:

<i>Course #</i>	<i>Course Title</i>	<i>Original Grade</i>

I plan to re-take this course during the _____
Term & Year

Financial Aid Office: _____ Date: _____

Lead Professor: _____ ⑧ Approved

⑧ Disapproved

REQUIREMENTS TO REPEAT A COURSE:

1. A student may repeat courses in which grades of “D” or “F” have been assigned up to a maximum of 9 units.
2. In order for a grade to be replaced, the course must be taken at Wilson University.
3. The higher grade replaces the lower grade for computing GPA only. Both grades remain recorded on the transcript.
4. If the exact course to be repeated is not currently offered and will not be offered within the next calendar year, another similar course can be considered for substitution upon approval by the Lead Professor.
5. Students in graduate programs may also repeat a course in which a grade of “C” has been earned.

Student Signature: _____

SEP

Registrar’s Office Only: The above course has been repeated and the student’s grade point average has been changed.

Registrar Staff: _____ Date: _____