

Request to Retake Course with a C or Better Grade

Completed petitions must be received in the Records Office in R-112 by the first day of classes for the session in which approval is sought.

Allow at least 10 business days for processing.

Student Name \_\_\_\_\_ SFID# \_\_\_\_\_

Phone Number \_\_\_\_\_

Course for which you are requesting permission to retake:

Course Number \_\_\_\_\_ Section Number \_\_\_\_\_ Term \_\_\_\_\_

Read Carefully: Missing information or documentation will result in a longer waiting period or possible denial.

Per Florida Statute 1009.285 and Florida Administrative Code 6A-14.0301 repeat enrollment in courses in which a grade of C or above has been earned is prohibited. Occasionally, under very special circumstances, repeat permission is granted. Examples are: A need for teacher recertification, specifications of a regulatory agency, licensure, program requirement or credit earned through examination, i.e. AP scores.

The initial grade and the subsequent grade will appear on the transcript, but only the first grade is included in the GPA with credit earned. The second attempt will not earn credit, will not be included in the GPA, and the Forgiveness Rule will not apply. Registration for such a course without approval will be cancelled, the course dropped, and fees refunded.

On a separate sheet of paper please include:

- Current Transcript
• Educational Objective
• Reason for Request
• Additional Documentation in Support of Retake

I have read and understand the restrictions on repeating a course with a grade of C or Better.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Please submit request to the Office of the Registrar, R-112 or Fax: 352-395-4129

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Records Office Use Only

Approved Denied

Signature \_\_\_\_\_

Date \_\_\_\_\_

Comments: \_\_\_\_\_