Permission to Retake a Course

Retaken Coursework Policy
Resolved, that the revised policy on retaken coursework is approved and will take effect Fall 2014.

Students are allowed to take a course one time as a retake. Courses taken as a retake are distinguished from repeatable courses. Repeatable courses have the same course number but different content, or are noted as repeatable courses in the course description.

The grade of record for a retake is the most recent grade earned when the course is completed. This is also the grade used in the calculation of the GPA. Retaking a course will not remove the initial grade from showing on the transcript; however, it will remove the credits and grade points from the calculation of the cumulative GPA. Permission to retake a course more than one time may be granted by an assigned advisor.

A student may request that a course taken subsequently at another university be counted as a retake for a course taken previously at UW-Parkside. Such a request must be submitted to the appropriate department chair to certify that the transfer course is equivalent to the course taken at UW-Parkside. If the transfer course is certified as equivalent, the course, credits, and grade will be applied as a retake.

Note: Retaking courses that have already been completed with a grade of D- or better may have financial aid implications. Students are encouraged to consult with a financial aid counselor.

Passed by the UW-Parkside Faculty Senate on May 6, 2014.

Name:_____ Student ID#: _____
            Last   First   M.I.

UWP Email Address: _____@rangers.uwp.edu   Phone Number: (   ) _____

Instructions to Student:
1. Please complete all information and submit to your assigned advisor. They need to complete the back.
2. Bring this form with the required signature(s) to the Office of the Registrar.
3. Bring any other pertinent information or other appropriate forms and documentation.*

Current Course to be Retaken

Term (circle one)

January   February   March   April   May   June   July   August
September   October   November   December   Year: _____

(4-digit) Class #	Dept.	Course #	Section #	Course Title	Instructor Name

Reason for the Request:
(state why you want/need to retake the course)

* This form does not guarantee registration in this course, especially if it is past the deadline to add, the course is full, has pre-requisites, or there is a time conflict. Please submit additional paperwork as needed. The student is responsible for submitting this information prior to any registration deadlines for the term.

Please Initial:

[   ] I have read the Retaken Coursework Policy above and understand how this will affect my student record. I understand that processing this request may produce a balance owed and it is my responsibility to contact the Cashier's Office and determine what charge, if any, has been added to my account. I realize that a hold will be placed on my student record unless the balance is paid by the due date established by the Cashier's Office. In addition, I realize that by retaking the course, there might be financial aid implications.

_____   _____
Student's Signature   **Date**

Advisor Steps:

1. Student completes first page and signs.
2. Student gives the form to their assigned advisor for comments and signature.
3. Advisor reviews the retake course and history of the course.
4. Advisor returns the form to the student.
5. Student delivers the form to the Office of the Registrar.

Information for the Two Most Recent Times the Course Has Been Taken

Previous Term	Dept.	Course #	Course Title	Course taken in transfer or at UWP?
Comments on impact on degree completion progress:				

Advisor's Approval:

The information above has been verified in accordance with University policy and an exception has been granted because the course is a graduation requirement or a pre-requisite for the major.

Advisor: _____ _____

                Printed Name   **Date**

Advisor: _____

                Advisor's Signature

Office Use Only: Date processed: _____   Initials: _____