

Date

Student details

Name (Last, First Middle)

ASU ID number (10-digit, found on Sun Card)

ASU email

Phone

Current major

Academic unit

Location

Total ASU
hours
completed

ASU hours
currently
enrolled

Total
transfer
hours

ASU
GPA

Catalog
year

Anticipated
graduation
date

Course details

College or school level approval is final. If disapproved, forward to University Standards Committee with comment for final decision.

Prefix

Number

Title

Could another course be taken toward degree? Yes ☐ No ☐

If so, which course(s)?

First attempt

Year

Grade

Second attempt

Year

Grade

Request third attempt

Year

Location

Concisely explain how you will be better prepared to succeed in this attempt. Give all pertinent information.

Supporting documents and signature

Required supporting documents: ☐ Unofficial transcript
☐ Graduation audit (DARS)

Optional documents: ☐ Page three included

Student signature

Date

Advisor recommendation

Advisor recommendations and required signature. If advisor signature is not available, an Academic Unit representative **must** complete and sign the next section.

Recommendation

Comments

Advisor signature

Date

Academic unit recommendation

Academic unit recommendation and academic unit representative signature, if the advisor signature is not provided.

Recommendation

Comments

Academic unit representative signature

Date

College or school standards committee

College or school standards committee recommendation and required signature.

Recommendation

Comments

Standards committee representative signature

Date

Request to Enroll in an ASU Course for a Third Time or More

Please note the following:

- This petition request is for Fulton Schools of Engineering majors only.
- Approval to re-take a course does not imply that the School will approve requests to late add and/or approve registration into a full class.

Please answer the following:

1) What is the prefix and number of the course you want to retake?

2) When do you want to retake this course?

3) Cumulative GPA: _____ **Total Hours Completed:** _____

4) Academic Status (please check one):

Good Academic Standing Borderline Probation Probation Continued Probation

Major Tracking Status (If applicable, please check one): On Track for my major Twice Off Track

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|-----------------------------------------------------------------------------------|------|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------|-------|
| 5) For each attempt, list when you took this course and the grade received | | | 6) List all of the pre/co-requisite(s) by course prefix and number for this course, when you took it/them and the grade received. (Note: If you have not completed all pre/co-requisites as listed in the catalog your petition will not be reviewed) | | | |
| Semester | Year | Grade | Pre/co-requisite | Semester | Year | Grade |
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7) Explain why you want to repeat this course again and why you expect to do better in this course. Why you were unsuccessful in the course and what will be done differently? Please also outline how you plan to catch up in your major requirements.

8) In the event that your petition is not approved, please summarize your alternate plan.

Date Updated

| Semester | Cr. | Semester | Cr. | Semester | Cr. | Semester | Cr. |
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| Total | | Total | | Total | | Total | |

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