

Mathematics Division Retake Policy Exceeded Form

Consistent with the College's position on repeating curriculum courses, students may repeat any mathematics course in an effort to earn a higher grade or to enhance her or his mastery of the course content. Students may not enroll in the same course more than three (3) times without approval of the Division Director or Discipline Chair.

The following information should be completed by the student

Student Name: _____ Student ID #: _____

Email Address: _____ Telephone #: _____

Course number that exception is being sought for: _____ Semester: _____

Academic terms that course was previously take in: _____

Please briefly state the circumstances that contributed to the three previous unsuccessful attempts at this course:

What changes have been made, or what change are you prepared to make, that will allow you to be successful at an additional attempt?

I understand that if permission is granted, that I will be allowed one (1) additional attempt at the above-mentioned course. I also understand that in the event that I am either unsuccessful at my next attempt or that I am not granted permission to retake the course, that any additional requests for exceptions will be considered based on the process that has been established by the Mathematics Division.

Student Signature: _____ Date: _____

For Office Use Only: Retake Course Take/Retake Accuplacer
 Recommendation: Take Prerequisite Refer to Counseling and Advisement Services

Division Director/Discipline Chair signature: _____ **Date:** _____
 Office: 704.330-6281 Fax: 704.3306092