

A "Request to Retake a Course" form must be completed for every course retaken under the Forgiveness Policy. This form is a BINDING AGREEMENT between the student and Florida Institute of Technology. It cannot be withdrawn once it is submitted. Forms may be submitted at any time, however, the form must be received by the Office of the Registrar no later than Friday of the 5th week of classes for University Alliance Students and no later than Friday of the 12th week of classes for fall or spring semester and Friday of the third week before the end of regular classes for a summer term for all other students, in order to be applied to the semester requested. Forgiveness Policy not applicable to graduate courses/students.

Name Last First Date

Student ID No. Local Phone No.

I REQUEST APPROVAL TO RETAKE

Original CRN Prefix Course No. Section Course Title

FOR WHICH I WAS PREVIOUSLY REGISTERED DURING Term / Year AND RECEIVED A LETTER GRADE OF

Please check one: I plan to (re)take I have (re)taken during Term / Year

CRN Prefix Course No. Section Course Title

Student Signature Date

Academic Adviser Signature Date

Academic Unit Head Signature* Date

*Academic Unit Head must approve the retaking of a course for the second or subsequent time.

REGISTRAR'S USE ONLY

Processed by Date

DISTRIBUTION (by Registrar only) Copy - Registrar's Office Copy - Academic Unit, Student's Major