Repeated Courses
FAX: 54830 or EMAIL: registrar@wku.edu

NAME:_____ WKU ID: _____ DATE: _____

			SEMESTER OF					
SUBJECT	COURSE NO.	COURSE TITLE	1st Attempt	Grade	2nd Attempt	Grade	3rd Attempt	Grade

- An undergraduate student is permitted to repeat a maximum of six courses. Only two courses, in which a grade of "C" or above has been earned, may be repeated.
- Credit for a course in which a grade of "F" has been received can be earned only by repeating the course in residence ***unless prior approval is given by the head of the department in which the course was taken.*** A course in which a grade of "D" has been received may be repeated at another accredited institution.
- A course which has been failed cannot be repeated by On-Demand without special permission from the department head. A student may not repeat by proficiency testing a course which has been previously taken or failed at WKU or another accredited institution.
- If a course is repeated, the higher of the two grades will be counted in computing the grade point average; if the course is repeated a second time, the two higher grades combined will be used in computing the grade point average. The grade received for each attempt will continue to appear on the student's academic record. A student may attempt a single course no more than three times.
- WKU does not guarantee the right to repeat any course. Courses may be deactivated, discontinued, or offered on a different schedule
- Repeated courses from a transfer institution will be applied to the total number allowed at Western Kentucky University.

This is a request for repeat approval. Please return by fax or email to the Office of the Registrar. _____Approve or _____Not Approved.

_____ _____

Department Head Signature (required) Date

Revised 12/2017