



REQUEST TO REPEAT A COURSE

In accordance with Policy AC4 a student may register for the same course a maximum of two times. A withdrawal is considered a registration. Students are not permitted to register in a course more than twice unless they have approval to do so.

To request approval, submit this form to Student Enrolment Services by email at studentinfo@kpu.ca.

DEADLINE TO SUBMIT:

Last Friday before classes start

Forms will be accepted once the semester timetable is published. The deadline to submit is the Friday before the first week of classes.

The processing time is approximately 5 – 7 business days. Approval is not always granted and an appointment with an Academic Advisor may be required; this could extend the processing time.

Regularly check your KPU email account. You will be contacted by email or telephone.

If granted, approval is for one semester only. If you do not register for this course you must submit a new request for a future semester.

Student Information		
Student ID	Name	
Phone Number	Course (subject & number)	Term & Year
At which campus do you prefer to access Academic Advising Services? Richmond <input type="checkbox"/> Surrey <input type="checkbox"/> Langley <input type="checkbox"/> Cloverdale <input type="checkbox"/>		Student Signature
Are you an International student? Yes <input type="checkbox"/> No <input type="checkbox"/>		Date

Please answer the questions on the next page and provide sufficient detail to allow an informed decision.

Office use only		
Received by: Name & department (please print)	Date Received	
Reviewed by: Name & department (please print)	Date Processed	Request has been: <input type="checkbox"/> Denied <input type="checkbox"/> Approved
Authorizing Signature:	Notes:	

Please answer the following questions (If you need more space you may attach a separate sheet of paper)

1. *To what factors do you attribute being required to take this course more than twice?*
2. *What are your reasons for taking this specific course?*
3. *How will you ensure your success in this course? What will you do differently?*
4. *What is your alternative academic plan in the event that you are unable to repeat (or successfully complete) the course?*
5. *Additional information you would like us to consider (optional).*