Guidelines for Undergraduate Student Petitions for Third Repeat (Fourth time enrollment)

The following criteria will be applied by advisors when evaluating student petitions for a third repeat (fourth time enrollment):

1. Is the course required for the student to graduate?
   - If no, the petition will be denied.
2. If the course is required, does it have to be repeated at NAU?
   - If no, the petition will be denied and the advisor can help the student explore available community college or online options.
3. Does the student performance indicate that a change of major is necessary?
   - If yes, the petition will be denied and the student will be assisted in exploring other options.

Course Repeat Policy

If you wish to repeat a course, there are several policies related to grade point average calculation and course-repeat rules that may apply, depending on the grade you initially received. Please be aware that you only earn credit once for a course that is repeated.

Grade Replacement: You may repeat up to 18 units of credit for grade replacement. This means that for the first 18 units in repeated courses, we use the better of your two grades to compute your cumulative grade point average (GPA).

Grade Averaging: If you earn grades in repeated courses beyond the 18-units maximum, those grades are averaged with the initial grade(s) you earned.

Individual Course Repeat Limits: You may repeat an individual course two times (for a total of three attempts) without a petition.

Grades Rules Related to Course Repeats:
- You may only repeat courses in which you earned a grade of "D" or "F," and
- You may not repeat any courses in which you earned an "A" or "B."
- You may repeat courses in which you earned a grade of "C" if the department or college has received prior approval from NAU’s Academic Standards Committee to allow certain students to repeat "C" grades for purposes of meeting minimum GPA requirements for an academic plan. If you are allowed to repeat a course in which you earned a grade of "C", the two grades will be averaged. You must get approval from the department or college and the Registrar’s Office before you can enroll to repeat a course in which you earned a grade of “C”.

Possible Impacts of Repeating Courses: Students need to be aware that repeating a class a second or third time could affect financial aid or eligibility for certain programs. If you are receiving financial aid, check with a financial aid counselor about course repeat rules. If you are a veteran, athlete, international student or recipient of tribal funding, there may be additional rules associated with course repeats. Check with appropriate departments for more information.
Petitions to repeat a course three times will be considered upon the recommendation of the academic advising coordinator in your major and approval of the chair of the department offering the course. Once signatures are secured, the petition must be submitted to the Registrar’s Office. *Both the advising office and the course department must support this request or it will be denied.* Any late add fees will be applied if received after the deadline to add. If approved, this will be the final opportunity for you to take this course – no further petitions to repeat this course will be considered. This request could have an impact on your financial aid or eligibility status – please check with the appropriate offices for more information, e.g. Financial Aid, Veterans Affairs, Athletics.

Student Name_____________________________________________________

Student ID Number_________________________________________________

Student Email_______________________________________________________

Student Phone No.___________________________________________________

Term (check one)  ☐ Fall  ☐ Winter  ☐ Spring  ☐ Summer (Session __________________________)  20_________

Class Information: Course Title__________________________________________

Class Number________________________________________________________

Course Prefix _____________     Number_________     # of Units ________

In the space below, provide specific reasons why you failed the course the first three times and indicate what you will do differently to pass this time.

________________________________________________________________________

________________________________________________________________________

(Attach an additional sheet if needed)

Student’s Signature___________________________________________________

Date (Required)_______________________________________________________

MOUNTAIN CAMPUS STUDENTS

☐ Approved  ☐ Denied  Advising Coordinator or Designee in Student’s Major  Date (Required)  Department Stamp

Comments:__________________________________________________________________

☐ Approved  ☐ Denied  Department Chair or Designee of Dept Offering Course  Date (Required)  Department Stamp

Comments:__________________________________________________________________

EXTENDED CAMPUS STUDENTS

☐ Approved  ☐ Denied  EC Advising Coordinator or Designee  Date (Required)  Department Stamp

Comments:__________________________________________________________________

☐ Approved  ☐ Denied  Department Chair or Designee of Dept Offering Course  Date (Required)  Department Stamp

Comments:__________________________________________________________________

Office of the Registrar  Gammage Building (Bldg 1 on campus map)  928-523-2109  Fax 928-523-1414

Processed By _____________________________  Date (Required)_________________