



Repeat Course Agreement

INSTRUCTIONS AND NOTES

1. Students must use this form to request and secure permission from all required departments for any course that needs to be repeated for the third (or more) time. Please note that a withdrawal counts towards an attempt.
2. This form **MUST** be signed/completed by the chairperson(s) for the course (at the campus at which the student will be repeating the course) AND the student's major.
3. AFTER both signatures have been secured, the student must bring this completed form, along with the corresponding add/drop form, to the Advising & Enrichment Center (AEC) for the final signature and approval of an advisor. If approved, the AEC advisor will process the student's registration for the course.

Note: Repeating courses may significantly impact Satisfactory Academic Progress (SAP) and eligibility for Title IV federal financial aid, NY State Tuition Assistant Program (TAP), as well as institutional aid. Students should consult with a financial aid advisor before registering for any repeated course(s).

STUDENT INFORMATION (To be completed by the student)

Student ID	Semester	Repeat Attempt #
Student Name	Course	
Reasons for previous failed attempts:		

THE FOLLOWING ARE FREE SUPPORT SERVICES AVAILABLE TO HELP STUDENTS MEET THEIR ACADEMIC GOALS.

Location	Learning Center	Math Resource Center	Science Learning Center	Writing Center	Counseling & Wellness
New York City Campus	33 West 60th St Rm. 319	EGGC Rm. 402	EGGC Rm. 306	16 West 61st St Rm. 609	33 West 60th St Rm. 308
Long Island Campus	Harry Schure Hall Rm. 215	Harry Schure Hall Rm. 214	Harry Schure Hall Rm. 210	Balding House Rm. 100	Student Activities Center Rm. 307

PERMISSION TO REPEAT COURSE IS CONTINGENT ON THE FOLLOWING CONDITIONS (To be completed by chairperson)

- 1.
- 2.

Student Signature	Date
	MM/DD/YYYY

IN ADDITION TO THE CONDITIONS LISTED ABOVE, THE FOLLOWING APPROVALS ARE REQUIRED BEFORE A STUDENT'S REQUEST TO REPEAT A COURSE CAN BE PERMITTED.

Chairperson of Student's Major (print)	Chairperson of Student's Major Signature	Date
		MM/DD/YYYY
Chairperson of Course (print)	Chairperson of Course Signature	Date
		MM/DD/YYYY
AEC Advisor Name (print)	AEC Advisor Signature	Date
		MM/DD/YYYY