



### Retake Policy Exceeded Form

Consistent with the College's position on repeating curriculum courses, students may repeat any mathematics course in an effort to earn a higher grade or to enhance her or his mastery of the course content. Students may not enroll in the same course more than three (3) times without approval of the Division Director or Discipline Chair.

The following information should be completed by the student

Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Course number that exception is being sought for: \_\_\_\_\_ Semester: \_\_\_\_\_

Academic terms that course was previously taken in: \_\_\_\_\_

Please briefly state the circumstances that contributed to the three previous unsuccessful attempts at this course:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What changes have been made, or what change are you prepared to make, that will allow you to be successful at an additional attempt?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*I understand that if permission is granted, that I will be allowed one (1) additional attempt at the above-mentioned course. I also understand that in the event that I am either unsuccessful at my next attempt or that I am not granted permission to retake the course, that any additional requests for exceptions will be considered based on the process that has been established by the Mathematics Division.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only:**

Recommendation:       Retake Course                       Take/Retake Accuplacer  
                                  Take Prerequisite                       Refer to Counseling and Advisement Services

Division Director/Discipline Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_