

Name: _____ UFID#: _____ Email: _____@ufl.edu

Instructions:

- Complete all sections below and obtain signatures in the proper order listed.
- Acquire a signature from your major department AND from a representative from the college offering your major.

1) Repeat Course Prefix/Code: _____

Term/Terms Taken & Grade/Grades Received: _____

e.g. Spring 2017/C+; if multiple terms – e.g. Spring 2016/C and Fall 2017/C+

2) Personal Statement: Explain your reason or reasons below for repeating a course where a C or higher was earned in a previous attempt.

Comments/Conditions: _____

Signature of Dean or Authorized Representative

Printed Name

3) Department of Student’s Major—Approval of repeated course and authorized signature

Approved: _____ Denied: _____ Date: _____

Comments/Conditions: _____

Signature of Department Undergraduate Coordinator or Authorized Representative

Printed Name

4) College of the Student’s Major – Approval of repeated course and authorized signature:

Approved: _____ Denied: _____ Date: _____

5) Student Acknowledgment

Initial *I acknowledge that all grades earned for a repeat course taken at UF will be calculated in my UF GPA. The best attempt will apply toward the degree requirement. All credits will count toward excess credit hours.*

Initial *I acknowledge that if I had previous AP/IB/AICE credit for this course and then repeat this course through UF, I will receive a grade for the UF course and no credit for the prior work.*

Initial *I acknowledge that if this is my third attempt (or more) of this course, additional repeat course surcharges will apply.*

Signature of Student _____ *Date*