PETITION TO REPEAT A COURSE WITH A D GRADE

A student may not repeat Agnes Scott College courses for which she received a grade of A, B, C, D or P. Under unusual circumstances (and with the appropriate approvals), a student may repeat a course for which she received a D. This option is only available if the same course (both number and content) is being offered at Agnes Scott. Approval does not guarantee space in the course and requests to repeat will only be processed after all students have had an opportunity to register for that semester.

Students applying for permission to repeat a course with a D grade must obtain written approval of the department or program chair and the Assistant Dean of the College. If a student withdraws from a repeated course, the original grade will stand in her GPA and on her transcript and she cannot exercise this option again for that course.

The final grade for a course repeated with this special permission will be substituted in the calculation of the GPA, even if it is an F, but both grades will appear on the transcript. Repeated courses may not be taken pass/fail. Students granted permission to repeat a course with a D should remember that they have already received credit hours for the completed course and will not earn additional credit hours by repeating the course.

To request permission to repeat a course for which you have earned a grade of D:

1. Seek written approval by the appropriate department chair or program director.
2. Complete the form below. *Please note you will not be able to add a repeated course using AscAgnes. If approved, the course will be added to your schedule by the Registrar’s office.

<table>
<thead>
<tr>
<th>Course Number &amp; Section</th>
<th>Course Title</th>
<th>Semester Requesting Permission to Repeat</th>
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Attach a written explanation of your extenuating circumstances that support this request including why you wish to repeat the course.

**Are you a recipient of VA Benefits?**

Yes ☐

No ☐ *(if yes send copy to Financial Aid)

**Student name (printed)**

__________________________

**Student Signature**

__________________________

**Academic Adviser**

__________________________

**Department Chair/Program Director Approval/Denial**

__________________________

**Assistant dean of the college Approval/Denial**

__________________________

**ASC ID #**

__________________________

**Date**

__________________________

**Date**

**Date**

Cc: Registrar, Department Chair, Student, *Financial Aid (original to Academic Advising)