

Undergraduate Request to Repeat Courses

INSTRUCTIONS: To request permission to repeat, the student must meet with their college advisor or faculty advisor, have the advisor sign the form, have the chair of the department offering the course approve and sign, and then the form is submitted to the One Stop (SSAC 210) or register@mtsu.edu by the student. The course will then be added as requested by the Registrar's Office or the Admissions Office will remove testing credit so the student can register on their own. *Veteran and military connected students eligible to receive VA benefits should contact the Daniels Center before submitting.*

MTSU ID Number

Term

Last Name

First Name

Middle Initial

Courses to Repeat:

CRN Number

Course Prefix/Number

Course Title

CRN Number

Course Prefix/Number

Course Title

☐

Request to enroll in a course and forgo testing credit via AP, IB, Cambridge, or ACT/SAT. I understand the entire series of credit related to the score will be removed from my transcript and cannot be re-awarded. In the case of ACT/SAT ENGL 1010 and 1020 credit, you can request just one or both to be removed.

☐

Permission to repeat a course in which a grade of A, B or P has already been earned (prior credit/grade will be remain on transcript, but will no longer be included in earned hours regardless of new grade).

☐

Permission to enroll in a repeatable course in which the student has earned the max credit allowed (max repeat limit on the course has been met).

Student reviewed option with: _____
(Advisor/Faculty name)

Student Signature

Date

Approved by:

Department Chair Signature

Date