

**Course Repeat Petition**

**Step 1: Complete Student Information**

Full Name: \_\_\_\_\_

NSHE ID: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Major: \_\_\_\_\_

**Step 2: Select the Requested Action**

**Step 3: Identify the Affected Semester** \_\_\_\_\_

Year \_\_\_\_\_

**Step 4: What Course are You Repeating?** \_\_\_\_\_

**Step 5: How Many Times Have You Repeated this Course?** \_\_\_\_\_

**Step 6: Justification Statement:** Please attach a brief thoughtful explanation on why you should be able to repeat the course.

**Step 7:** Submit this petition and explanation to the [Course Repeat Form](#) located on the College of Engineering Advising website under Advising Forms.

**Step 8:** Your academic advisor will make recommendations to the Advising Director, Department Chair and Associate Dean for a final decision.

**Step 9:** Once completed, you will be notified of the decision if approved or not approved.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Official Use Only:**

Advisor Comments:

Advising Director Comments:

Department Chair Comments:

Associate Dean Comments:

Approved

Disapproved









Academic Advisor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Advising Director or Designee

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Department Chair or Designee

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Associate Dean or Designee

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date