

## Earlham College Petition to Retake a Course

This petition should be submitted by students who are retaking a course (for which they have previously received credit and a grade) during the current or next semester. This form is to be submitted to the Registrar's Office by the close of the registration period in which the course is being taken. There will be a \$25 late fee applied if accepted after the close of registration.

### I plan to retake the following course:

CRN #	DEPT.	COURSE #	COURSE TITLE
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I previously took this course during: \_\_\_\_\_  
SEMESTER AND YEAR

I plan to retake this course during: \_\_\_\_\_  
SEMESTER AND YEAR

### I understand the following College policy regarding retaking a course:

A student may retake any course any number of times subject to the following conditions:

1. The student must have his/her academic adviser's approval as well as the approval of the course instructor;
2. The student will receive credit **only one time** for a given course, no matter how many times it is retaken;
3. a course being retaken will be counted in the course load for tuition charges for the semester in which the student is enrolled. *Any credit more than 18 semester hours for the semester carries an additional tuition charge;*
4. The course will be recorded on the student's transcript each time it is taken and a grade is received. The highest grade will be computed into the student's grade point average. The previous course will appear on the student's transcript as 0 credit with a grade of RT (retake).
5. Applied courses — music lessons and writing for the Earlham Word may not be retaken to change a grade. Students may register for these courses any number of times during their Earlham career, however grades will not be changed.
6. Earlham Seminars may not be retaken. If a student fails an Earlham Seminar, they are required to complete two Writing Intensive courses for degree completion. At the time of this completion, the "failing grade" in the Earlham Seminar will be changed to a RT.

Student's Signature _____	Date _____
Student's Printed Name _____	Date _____
Student ID # _____	
Signature of Course Instructor _____	Date _____
Signature of Academic Adviser _____	Date _____
Approval of Registrar _____	Date _____