Kwantlen
POLYTECHNIC
UNIVERSITY

Date Rec'd _____ by _____

# REPEAT COURSE REQUEST FORM

A student may register for the same course a maximum number of two times. A **withdrawal** is considered a registration. Students are not permitted to register in a course a third time unless they have prior approval. Receiving approval to repeat a course does not guarantee that it will be offered during that term or that a seat in the course will be available. If you do not register for this course you must submit a new request for a future semester.

Student Name: _____
LAST FIRST MIDDLE

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |

STUDENT NUMBER

Program of Study: _____

---

**STEP 1: Complete the following course information.**
What course do you want to repeat? **Note:** The course must be scheduled in the published timetable for the term indicated in order to request a course repeat.

Course to be repeated: _____ Term: _____
(1 course per form)

Are you currently enrolled in the course you are requesting to repeat? ☐ Yes ☐ No

---

**STEP 2: Write a personal statement** - see next page

---

**STEP 3: Complete the acknowledgement.**

- I acknowledge that my request must be reviewed by an Educational Advisor.
- I acknowledge that I meet the prerequisite(s) for this course and that request approval does not guarantee me a seat in the course.
- I acknowledge that, if I am unable to register for this course, I must submit a new request in order to register in a future semester.

Student Signature: _____ Date: _____

---

**STEP 4: Submit your request by the deadline.** **DEADLINE: Final day of online registration.**
Attach any supporting documentation or verification of extenuating circumstances with your personal statement. Sign, date and return completed request to Student Services in person or by fax to 604-599-2086. It is important to submit a completed form along with all necessary documentation. Failure to submit a completed request WILL result in lengthy delays.

---

**STEP 5: Check your email**.
An email will be sent to your *myKwantlen* email address within **3-5 business days**. You may be required to meet with an Advisor.

- At which campus do you prefer to access Advising Services? Richmond___ Surrey___ Langley___ Cloverdale___
- Are you an International student? ____ yes _____ no

**Office Use Only**
Request has been: ☐ Denied ☐ Approved Date Coded in Banner: _____

Authorizing Signature: _____ Date: _____

Notes: _____

**STEP 2.** Cont'd - **You are required to answer questions 1-3.** You must provide sufficient detail so that an Advisor can make an informed decision. You may attach a separate sheet if more space is required.

1. To what factors do you attribute being required to take a course for the third (or more) time?

2. How will you ensure that you can or will successfully pass the course? (i.e., time management, including class attendance, study schedules for all courses you intend to take concurrently with the repeated courses, and work hours (if any); tutoring plan: Learning Centre assistance, study groups, etc.)

3. What is the alternative academic plan that you will undertake in the event that you are unable to either repeat the course or fail to successfully complete the course if permitted to enroll again?

4. Additional information you would like us to consider (optional).