

Request to Repeat a Course Form

Per NSP 04.01, I have experienced an interruption in progression. I am requesting the opportunity to repeat the above course.

By submitting this form and signing below, I understand and affirm the following:

- I meet "OK to repeat" criteria as noted on the NSP 04.01a: Eligibility to Repeat a NURS Course flowchart.
- This request is due within one week after an interruption in progression or no later than noon on Wednesday of final exam week.
- Eligibility to repeat does not guarantee the opportunity to repeat.
- The ability to repeat is subject to available space ([NSP 04.01, #7](#)).
- Selection criteria may apply ([NSP 04.02a](#)).
- Traditional pathway students must complete all required NURS courses within six semesters ([NSP 04.01, #1](#)).
- Career Ladder pathway students must complete all required NURS courses within 3 semesters ([NSP 04.01, #2](#)).

I, [Student Name], experienced the following interruption in progression [list interruptions from 04.01.3.]. As a result, I did not successfully complete the course. Therefore, I request the opportunity to repeat NURS [course number] during the [term] semester.

I was unsuccessful/withdrew from this course for the following reason(s):

Click or tap here to enter text.

If approved, to be successful in this course, I am planning to (specific actions/action plan for success):

Click or tap here to enter text.

Student Name (printed)

Student Signature

Date

This form is due by noon (1200) on Wednesday of final exam week. Students will be notified of the status of their request within 10 business days after the official end of the current academic term.

Nursing Administration Use Only

Received: _____

NSP 04.02a Ranking: _____

Decision: Approved | Denied