Petition to Repeat a Required Course

The University Handbook specifies that an undergraduate student may repeat a course once with permission of the department offering the course. Permission to repeat the course is granted with the understanding that the student will diligently work to improve her/his score. The conditions of this permission are listed below. Please read carefully.

** The completed and signed petition is due by the 3rd Friday of the quarter **

STUDENT INFORMATION

Name: ________________________________________

Email: ______________________   Student Number: _______________

Course to be repeated: ________________   Quarter/Year to be repeated: ______________

Step 1: ASSESSMENT FROM PRIOR TA

The student is required to contact his/her prior TA and discuss why they did not pass the course the first time. This meeting should take place within the first two (2) weeks of the quarter immediately following the student’s first attempt at taking the course.

Quarter course was taken: ___________   TA’s name: __________________________________

TA: Please give a breakdown of the student’s performance in the course. Check all boxes for areas in which the student’s performance was inadequate.

☐ Quizzes   Score: ______________   % of final grade: _____

☐ Midterm Exam   Score: ______________   % of final grade: _____

☐ Paper (s)   Score: ______________   % of final grade: _____

☐ Final Exam   Score: ______________   % of final grade: _____

☐ Participation   Score: ______________   % of final grade: _____

TA’S SIGNATURE ___________________________   DATE _____________
Step 2: Assessment from the Sociology Writer Center

Writing TA: Please identify all areas in which the student must improve in order to earn a passing grade (2.0).

☐ Introduction / Thesis         ☐ Conclusion
☐ Organization                ☐ Analysis
☐ Coverage of Theory           ☐ Data / Methods
☐ Grammar / Style             ☐ Argumentation

Writing TA’s Signature _______________________________ Date ____________

Step 3: Student Self-Assessment

Student: In the space provided below, briefly explain why you will be more successful when you retake the course. What will you do differently this time?

Step 4: Department Approval

I understand that if this petition is approved, I will not be allowed additional repeats, even if the course is required for graduation. I further understand that if I cannot satisfactorily complete the course in the quarter listed, I may need to complete my degree in another department.

Student’s Signature _______________________________ Date ____________

Chair’s Signature _______________________________ Date ____________