

Department of Chemistry and Biochemistry

Waiver form for course repetition (3rd attempt or higher): All Chemistry Courses

You must complete this form before you will be allowed to register for the course. Realize, that you will not be given permission to register for the course until the registration cycle ends.

Name: _____ **Date:** _____

SCSU ID _____ **Semester/Year Registering For:** _____

E-mail Address: _____

Course being repeated: **CHEM** _____ (Fill Course Number in the Blank)

Number of times the course has previously been taken (Choose one): **2** **3** **4 or more**

What grade did you receive the last time you took the course? _____

You must complete the following requirements and agree to the following conditions to be allowed to enroll in the course.

1. On a separate page, provide information and form a plan for a successful outcome by answering the following questions. This must be typed and ½ to 1 page in length. Staple the page to the back of this form.
 - a. *Why are you asking to repeat this course?*
 - b. *What happened during your previous attempt to prevent you from being successful?*
 - c. *Briefly describe at least three new specific actions that you plan to take which will insure your success if this request is approved. One action that might be beneficial, especially for 100-200 level courses, is attending the tutoring center every week.*
2. Visit the CoSE Student Relations Coordinator in WSB-164, Kelsey Stacken, for review and signature indicating approval of your plan (signature on the bottom of the page). Email kstacken@stcloudstate.edu to set up a time to obtain the signature. Then obtain the instructor's signature.
3. Agree to the following statements by placing your initials on the line.
 - _____ a. I will regularly attend class and document reasons for any absence to my instructor.
I will complete all course material on time according to the scheduled due dates.
 - _____ b. I will initiate a meeting with my instructor prior to midterm to discuss my progress.

What section(s) of the course would you like to enroll in?*

**Write down the section numbers and the six-digit course IDs of all of the sections that you would potentially like to enroll in for the course that you are repeating. Example: Sec. 1, 000232*

Student Signature _____

Date _____

Student Relations Coordinator Signature _____

Date _____

Instructor Signature _____

Date _____

Once completed, this form must be turned in to the Chemistry Office Manager in WSB-358.

The override code will not be entered into the system until the registration cycle ends (meaning all students on campus have had an opportunity to register). At that point you may register for the course, assuming there are still seats available.