



### Registration Repeat Limit Approval Form

Use this form for approval to register for a course you are repeating more than once. Your advisor's signature is required for courses in your major. Your advisor's signature and the signature of the department head of the department of the course are required for courses outside of your major.

Name: \_\_\_\_\_ Student G#: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_ Date: \_\_\_\_\_

**COURSE TO BE REPEATED MORE THAN ONCE:** \_\_\_\_\_  
(e.g., ACC 212)

Fall \_\_\_ Winter \_\_\_ Spr/Sum \_\_\_ YEAR \_\_\_\_\_ CRN \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Department Head Signature: \_\_\_\_\_

1. W, AU, I, CR and NC do not replace earlier grades.
2. A repeat cannot be processed if the first grade is W, I, or AU.
3. The earlier grade will remain on your transcript marked as a repeat. The latest attempt will be marked with an I (Include). Only the latest grade will be included in the calculation of your GPA.
4. Any credits earned in the earlier attempt will be removed from your cumulative total.

Completed forms may be returned to the Student Assistance Center in Allendale (150 Student Services) or the Grand Rapids Pew Campus (115C DeVos) in person, by fax to (616) 331-2000, by email to [regdept@gvsu.edu](mailto:regdept@gvsu.edu), or by mail to the Registrar's Office, 150 Student Services, Allendale, MI 49401.