

### Registration Repeat Limit Approval Form

Use this form for approval to register for a course you are repeating more than once. Your major advisor's signature is required for all courses. In cases where the course is not within your major, the signature of the department chair of the department where the course is offered is also required.

Name: \_\_\_\_\_

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

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

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

**COURSE TO BE REPEATED MORE THAN ONCE:** \_\_\_\_\_  
(e.g., ACC 212 01 - Include section number)

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

Advisor Signature: \_\_\_\_\_ Repeated Course's  
Department Chair 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.