

Third Attempt of a Course Petition Form Information for Completing

1. Refer to your assigned university catalog for additional information on the academic policy for repeating courses before completing.
2. *Undergraduate students* should consult with your major advisor, contact the academic department, and a general advisor in the University Academic Advising Center.

Graduate students should consult with your program director or program advisor.

3. Students are required to obtain written authorization from the Academic Standards Committee to make a third or subsequent attempt of a course prior to registering for the course.
4. Students registering without prior permission are doing so at their own academic risk.
5. Students are advised that the Academic Standards Committee will usually allow only one exception to the policy.
6. This limit applies to any course, despite its application toward the degree, which may require students to complete an alternate course or to select an alternate program of study.
7. Additional requests to make third attempts of other courses will rarely be considered without departmental support.
8. Return completed form to:
Towson University
Office of the Registrar
Academic Standards Committee
Enrollment Services Center, Room 236

THIRD ATTEMPT OF A COURSE PETITION
UNDERGRADUATE AND GRADUATE STUDENTS



TOWSON UNIVERSITY
Office of the Registrar/Academic Standards Committee
8000 York Road
Towson, Maryland 21252-0001
Phone: 410-704-4351 Fax: 410-704-6393

THE ACADEMIC STANDARDS COMMITTEE TYPICALLY ALLOWS ONLY ONE THIRD ATTEMPT.

Return completed form to the Office of the Registrar, Academic Standards Committee, Enrollment Services Center, Room 236.

Section 1: (Student completes)

TU Student ID: _____

Full Name: _____
Last First M. I.

Address: _____
Street City State Zip code

Phone: _____ TU E-Mail Address: _____

Work/Cell Phone: _____ Social Security #: _____

Major: _____

Request for a third attempt of: _____
Course Title & Number

Course applies toward: Major/Minor GenEd's Core Electives

Indicate terms course was unsuccessfully attempted (example: Spring 2002):

1st attempt: _____ 2nd attempt: _____ 3rd attempt: _____

Section 2: (Student completes) (Signature required)

Explanation for request to make a third attempt at the course listed above:

Student's Signature: _____ Date: _____

Section 3: (Administrators Complete)

Major/Minor Department Action: Approved Denied

Comments: _____

Chairperson Signature: _____ Date: _____

Academic Standards Action: Approved Denied

Comments: _____

Authorization: _____ Date: _____

PLEASE READ INSTRUCTIONS