



# Course Repeat Exceptions

This Form is for course repeat exceptions only. If you are repeating an SSU course (at SSU) for the first time, in which you received a C- or below, there is no need to complete this form. Your record will be updated automatically to reflect the repeated course. Please keep in mind that the total number of course units you may repeat at SSU is limited, and that individual departments may have additional restrictions on repeated coursework. It is recommended that you review SSU's repeat policy; please visit: [http://www.sonoma.edu/ar/records/course\\_repeat.shtml](http://www.sonoma.edu/ar/records/course_repeat.shtml)

Name \_\_\_\_\_ SSU ID # \_\_\_\_\_ Date \_\_\_\_\_  
Street Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_@sonoma.edu

I am requesting a course repeat exception for the following reason:

- I will take (or have taken) a course at another institution that is a repeat of a course I have taken at SSU:
  - Institution at which course was repeated: \_\_\_\_\_
  - Course Title/Number from above institution: \_\_\_\_\_
  - Course Title/Number of SSU course repeated: \_\_\_\_\_
- My course repeat is an SSU course, but it is not an exact substitute of my original course. My department has recognized this course as substantially equivalent, and approved this course as a repeat.
  - Original course Title/Num. and sem. of first attempt \_\_\_\_\_
  - Title/Num. and sem. of course taken for repeat \_\_\_\_\_
- I received a C or above the first time I took the course:
  - Course in question AND first attempt taken (semester): \_\_\_\_\_
  - Department Chair signature (in the major): \_\_\_\_\_  
(This is needed only if the student is required to receive a grade of C or above in order to move forward in his/her major)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SSU Department Chair\*: \_\_\_\_\_ Date: \_\_\_\_\_

**Office use only:**

Course Repeat Exceptions

## Have an exception to the course repeat policy?

There are three main types of exceptions to the course repeat policy. The following instructions will guide you on the procedure for requesting a course repeat exception for any of these three.

### Exception 1: Repeating an SSU course at another institution

- Meet with Department Chair of the department whose course you are repeating (ex. if you are repeating English 101, meet with the chair of English). Inform the Chair of the SSU course you plan to repeat. Let them know what course you intend to use to repeat it with and from what institution.

Be sure to bring a copy of the Course Repeat Exception form to this meeting

- If the Department Chair agrees to the repeat, complete the Course Repeat Exception form and submit to the Chair for signature. Be sure to have checked the appropriate box on the form (the first).
- Bring the completed form to Admissions and Records and submit at the front desk.
- Go to the approved institution and enroll in the course that the SSU Department Chair has permitted as a repeat.

As permission to repeat is not guaranteed, it is important to receive permission to repeat from the SSU Department Chair prior to registering for the course.

- Once you have completed the course and received a grade, submit a transcript from the approved institution to SSU. Admissions and Records will then process the Course Repeat Exception.

### Exception 2: My course repeat is an SSU course, but it is not an exact substitute of my original course.

- Prior to registering for the course you intend to repeat, meet with the Department Chair of the department whose course you are repeating (ex. if you are repeating English 101, meet with the chair of English). Inform the Chair of the SSU course you plan to repeat. Be sure to inform the Chair of the reasons you need to repeat a course that is not an exact substitute of the original course.
- If the Department Chair agrees to the repeat, complete the Course Repeat Exception form and submit to the Chair for signature. Be sure to have checked the appropriate box on the form (the second).
- Bring the completed form to Admissions and Records and submit at the front desk.
- At the end of the term Admissions and Records will process your course repeat accordingly.

### Exception 3: Repeating a course in which you received a C or above the first time you took the course

- Prior to registering for the course you intend to repeat, meet with the Department Chair of your major department. Explain to your major Chair that you intend to repeat a course to obtain the required grade to progress in the major. If your Chair agrees to the repeat, he/she should sign off on the second bullet point under the third checkbox
- Prior to registering for the course you intend to repeat, meet with the Department Chair of the department whose course you are repeating (ex. if you are repeating English 101, meet with the chair of English). Inform the Chair of the SSU course you are planning to repeat. Let the Chair know you are required by your major to receive a grade of C or better to progress in your major.
- If the Department Chair agrees to the repeat, complete the Course Repeat Exception form and submit to the Chair for signature. Be sure to have checked the appropriate box on the form (the third).
- Bring the completed form to Admissions and Records and submit at the front desk.
- Admissions and Records will enroll you in the course. You do not need to enroll in the course yourself. At the end of the term, Admissions and Records will process your course repeat.