



## Request to Repeat a Course

STUDENT INFORMATION	
Student Number:	Student Name:
Phone Number:	Email Address:
Course (Subject and Number):	Term you would like to repeat the course:
Current Program:	
Student Signature:	Date (DD/MM/YY):

IMPORTANT INFORMATION
<ul style="list-style-type: none"> <li>▪ As stated in the Course and Status Changes Policy, a credit or audit student may register for the same graded course (A, B, C, etc) or Mastery graded course (MAS, EXP, NM) a maximum of two times. Some departments have specified other repeat course policies for their program. Please refer to the College Catalog or department handbook for details. This policy applies to all cases of registration, whether or not the course is successfully completed or the student withdraws.</li>   <li>▪ Please note if you are repeating a course you have already passed it is not eligible for student loan funding.</li>   <li>▪ The Course and Status Changes Policy can be found at:  <a href="https://www.douglascollege.ca/-/media/F0164E6FF28F44829CBEA6F2460A5A65.ashx">https://www.douglascollege.ca/-/media/F0164E6FF28F44829CBEA6F2460A5A65.ashx</a></li>   <li>▪ If you believe you have extenuating circumstances that may exempt you from this course repeat policy, please complete this form in detail. Supporting documentation (e.g.: doctor notes, medical report and death certificate) are required if you have medical and family reasons. Your request will not be processed until the supporting documentation is provided.</li>   <li>▪ Completed forms will be accepted starting four weeks before priority registration in each semester. They can be submitted to the Enrolment Services Office in person, by fax: 604-527-5696 or via email <a href="mailto:dc_crr@douglascollege.ca">dc_crr@douglascollege.ca</a>. Your request will be reviewed by the course faculty Dean or Associate Dean. It may take up to 7 business days to process a request.</li>   <li>▪ You will be contacted by email with the decision by the Dean's Office from the course faculty area. Course repeat approval is not guaranteed. Receiving approval to repeat a course <b>does not guarantee a seat in the course</b>. Approval is for <b>one semester</b>. If you cannot register in the course for the term you have been given approval for, you will need to contact Enrolment Services to request moving the approval to the subsequent semester. Requests will be accepted starting four weeks before priority registration in each semester</li> </ul> <p><b>Note:</b> Some course repeats are not eligible for student loan. Contact Enrolment Services for further information.</p>

Collection Notice
<p>Your personal information is collected by Douglas College under the authority of Section 27 (2) of the Freedom of Information and Protection of Privacy Act (FIPPA). The information will be used to process your Request to Repeat a Course. Questions about the collection of this information may be directed to the Registrar at 604-527-5321 or email <a href="mailto:reg_admin@douglascollege.ca">reg_admin@douglascollege.ca</a>.</p>

<p>Date Received:</p> <p>Enrolment Services</p>
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