



Course Repeat Request Form
(Getting GPA not less than D)

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|------------------|---------------|
| Academic Section | |
| Receive No..... | Date..... |
| Time | Receiver..... |

Subject: To repeat registration in course
that student got GPA not less than D

Student ID

Tel.

| | | | | | | | | |
|---|--|--|--|--|--|--|--|--|
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To: Registrar

Name Mr. / Mrs. / Miss.....

Level of Study ☐ Undergraduate ☐ Graduate

Type of Study ☐ Full-time ☐ Part-time/ Special Course

Faculty.....**Major**.....**Minor**.....

I would like to repeat registration in course that student got GPA not less than D

in the semester **Academic year**

| Course that student got GPA not less than D | | | | Course requested | | |
|---|--------------|---------|-----|------------------|--------------|---------|
| Course Code | Course Title | Credits | GPA | Course Code | Course Title | Credits |
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Repeating registration in course that student got GPA not less than D must be allowed by Head of Academic Affairs. If the student is not allowed, the registrar would withdraw the course that the student registered.

I request hereby for your consideration

Sincerely

Signature.....Applicant

Date...../...../.....

| Procedure for approval | |
|---|--|
| 1. Advisor's Comment | 2. Chairman |
| <p>Considered (Mr. / Mrs. /Miss).....</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Disapproved because</p> <p>Signature Advisor</p> <p>Date/...../.....</p> | <p>Considered</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Disapproved because</p> <p>Signature Chairman</p> <p>Date/...../.....</p> |
| 3. Head of Academic Affairs | 4. Registration Department |
| <p>Considered</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Disapproved because</p> <p>Signature Head of Academic Affairs</p> <p>Date/...../.....</p> | <p>Checked. The student is allowed to register.</p> <p>Signature.....Registrar</p> <p>Date...../...../.....</p> |