

An undergraduate student has the option to repeat once as many as three different completed courses with only the grade, credit hours, and quality points for the second completion used in computing the student's academic standing and credit for graduation. The limit of three repeat options holds for a student's entire undergraduate career no matter how many degrees or programs attempted. A student may not use the repeat option when retaking a course on a Pass/Fail basis if the course was originally taken for a letter grade. For additional information, please refer to the University of Kentucky bulletin.

***A student exercising the repeat option must notify in writing the dean of the college in which the student is enrolled. A student may exercise the repeat option at any time prior to graduation and must be enrolled at UK.***

In order to exercise a repeat option, the course must be taken at the University of Kentucky. If a student officially withdraws from the second attempt, then the grade, credit hours, and quality points for the first completion shall constitute the grade in that course for official purposes. Permission to attempt again the same course may only be granted by the Instructor of Record and the dean of the college in which the student is enrolled. ***Note: The repeat option may not be recognized as improving a student's standing for admission to graduate school or other institutions.***

The repeat option may be exercised only the second time a student takes a course for a letter grade, not a subsequent time.

NAME \_\_\_\_\_ STUDENT # \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ DATE \_\_\_\_\_

I request to exercise one (or more) of the Repeat Options granted me under University Requirements.

**REPEAT OPTION 1**

1. I petition to repeat \_\_\_\_\_. I previously took this course during the \_\_\_\_\_ and  
(Course Prefix & No.) (Semester & Year)  
received a grade of \_\_\_\_\_. I repeated or plan to repeat this course during the \_\_\_\_\_.  
(Semester & Year)

**REPEAT OPTION 2**

2. I petition to repeat \_\_\_\_\_. I previously took this course during the \_\_\_\_\_ and  
(Course Prefix & No.) (Semester & Year)  
received a grade of \_\_\_\_\_. I repeated or plan to repeat this course during the \_\_\_\_\_.  
(Semester & Year)

**REPEAT OPTION 3**

3. I petition to repeat \_\_\_\_\_. I previously took this course during the \_\_\_\_\_ and  
(Course Prefix & No.) (Semester & Year)  
received a grade of \_\_\_\_\_. I repeated or plan to repeat this course during the \_\_\_\_\_.  
(Semester & Year)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
College Approval