

Students must complete this form for courses retaken under the Forgiveness Policy. This form is a **BINDING AGREEMENT** between the student and Florida Tech and cannot be withdrawn once submitted. To be applied to the semester requested, the completed, signed form must be received by the Office of the Registrar no later than Friday of the 5th week of classes for University Alliance students, and no later than Friday of the 12th week of classes for fall or spring semester and Friday of the third week before the end of regular classes for a summer term for all other students. Students with 90 or more credit hours may not apply the forgiveness policy to 1000- and 2000-level courses without the permission of the office of their academic dean. ***Forgiveness Policy not applicable to graduate courses/students.***

NAME \_\_\_\_\_ DATE \_\_\_\_\_  
*Last First*

STUDENT ID NO. \_\_\_\_\_ MAJOR CODE \_\_\_\_\_ LOCAL PHONE NO. \_\_\_\_\_

### I REQUEST APPROVAL TO RETAKE THE FOLLOWING COURSE(S)

1. \_\_\_\_\_  
*Original CRN Prefix Course No. Section Course Title*

FOR WHICH I WAS PREVIOUSLY REGISTERED DURING \_\_\_\_\_ / \_\_\_\_\_ AND RECEIVED A LETTER GRADE OF \_\_\_\_\_  
*Term Year*

Please check one:  I plan to (re)take  I have (re)taken during \_\_\_\_\_ / \_\_\_\_\_  
*Term Year*

\_\_\_\_\_ *CRN Prefix Course No. Section Course Title*

2. \_\_\_\_\_  
*Original CRN Prefix Course No. Section Course Title*

FOR WHICH I WAS PREVIOUSLY REGISTERED DURING \_\_\_\_\_ / \_\_\_\_\_ AND RECEIVED A LETTER GRADE OF \_\_\_\_\_  
*Term Year*

Please check one:  I plan to (re)take  I have (re)taken during \_\_\_\_\_ / \_\_\_\_\_  
*Term Year*

\_\_\_\_\_ *CRN Prefix Course No. Section Course Title*

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

### APPROVALS

Academic Adviser Signature \_\_\_\_\_ Date \_\_\_\_\_

Academic Unit Head Signature\* \_\_\_\_\_ Date \_\_\_\_\_  
*\*Academic Unit Head must approve the retaking of a course for the second or subsequent time.*

College Dean Signature\* \_\_\_\_\_ Date \_\_\_\_\_  
*\*College dean must approve the retaking of 1000- and 2000-level courses by students with 90 or more credits.*

### REGISTRAR'S USE ONLY

Processed by \_\_\_\_\_ Date \_\_\_\_\_