

## **Third Attempt of a Course Petition Form Information for Completing**

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1. Refer to your assigned undergraduate university catalog for additional information on the academic policy for repeating courses before completing.
2. You should consult with your major advisor, contact the academic department, and a general advisor in the University Academic Advising Center.
3. Students are required to obtain written authorization from the Academic Standards Committee to make a third or subsequent attempt of a course prior to registering for the course.
4. Students registering without prior permission are doing so at their own academic risk.
5. Students are advised that the Academic Standards Committee will usually allow only one exception to the policy.
6. This limit applies to any course, despite its application toward the degree, which may require students to complete an alternate course or to select an alternate program of study.
7. Additional requests to make third attempts of other courses will rarely be considered without departmental support.
8. Return completed form to:  
Towson University  
Office of the Registrar  
Academic Standards Committee  
Enrollment Services Center, Room 288



THIRD ATTEMPT OF A COURSE PETITION

TOWSON UNIVERSITY
Office of the Registrar/Academic Standards Committee
8000 York Road
Towson, Maryland 21252-0001
Phone: 410-704-4351 Fax: 410-704-6393

THE ACADEMIC STANDARDS COMMITTEE TYPICALLY ALLOWS ONLY ONE THIRD ATTEMPT.

Return completed form to the Office of the Registrar, Academic Standards Committee, Enrollment Services Center, Room 288.

Section 1: (Student completes) TU Student ID: \_\_\_\_\_

Full Name: \_\_\_\_\_
Last First M. I.

Address: \_\_\_\_\_
Street City State Zip code

Phone: \_\_\_\_\_ TU E-Mail Address: \_\_\_\_\_

Work/Cell Phone: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Major: \_\_\_\_\_

Request for a third attempt of: \_\_\_\_\_
Course Title & Number

Course applies toward: [ ] major/minor [ ] GenEd's [ ] Electives

Indicate terms course was unsuccessfully attempted (example: Spring 2002):

1st attempt: \_\_\_\_\_ 2nd attempt: \_\_\_\_\_ 3rd attempt: \_\_\_\_\_

Section 2: (Student completes) (Signature required)

Explanation for request to make a third attempt at the course listed above:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Section 3: (Administrators Complete)

Major/Minor Department Action: [ ] Approved [ ] Denied

Comments: \_\_\_\_\_

Chairperson Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Academic Standards Action: [ ] Approved [ ] Denied

Comments: \_\_\_\_\_

Authorization: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE READ INSTRUCTIONS