



# College of **Natural Science**

## Request for a Repeat Extension

Name: \_\_\_\_\_

PID: \_\_\_\_\_

### Academic Standing of Undergraduate Students

*At the discretion of the associate dean of the student's college a student is normally put on warning for repeats after repeating between 10 and 14 credits. Students on warning for repeats may be required to see an academic advisor before enrolling for any subsequent semester. If they do not, a hold may be placed on their registration. (<https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=110>)*

### Directions:

1. Read this form thoroughly and carefully consider your answers
2. Complete both sides of the form (if necessary, attach additional sheet)
3. Schedule a meeting with your academic advisor with the completed form

***You must meet with you academic advisor prior to submitting this form.***

A. State the reason(s) why you need to exceed 20 credits of repeats at MSU?

B. What course are you requesting to be repeated this semester?  
(Example: AAAS100, Section 001, 3 credits, Fall 2017)

C. What course are you requesting to replace from a previous term?  
(Example: AAAS100, Section 001, 3 credits, Fall 2015)

D. How will your current circumstance(s) change to support a successful course completion this semester?

I understand that MSU restricts repeated credits to 20. If I am granted an extension beyond 20, this will be a one-time exception and further extensions will not be allowed.

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

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Only:

- Yes, I support this request to exceed 20 credits of repeats
- No, I do not support this request to exceed 20 credits of repeats
- Yes, I give my support but with reservations

Notes:

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

To submit the completed form, please call 517-355-4475 and set up an advising appointment with Heidi Purdy, Director of Undergraduate Studies. If you have any questions, please call 517-355-4475.