

To: Instructor

From: Admissions & Records

The student below is seeking to repeat the course listed. He/She is enrolled for this course in the current term. Admissions needs verification that the student will **not** receive a passing grade in order for him/her to be eligible to register now for the next term.*

Once the instructor has signed below, student must submit this form to the Admissions & Records office. Students may only register for the upcoming term on or after their assigned registration date/time.

Student Information:

Full Name: _____	ID #: _____
Term/YR: _____	Course title: _____
Section #: 3 _____	

Course Information:

Projected Final Grade: _____	
Instructors Signature: _____	Date: __/__/__

If the student ultimately receives a passing grade, notify Admissions.

*Student must meet course repeat requirements in order to qualify to retake course. Information may be found in the college catalog at www.norccollege.edu.