



In general, retaking a course is limited to a maximum of two successful attempts.* Third and subsequent registrations for a course could impact financial aid, veteran’s benefits, or international student immigration status. Such registrations are subject to approval by the student’s school.

*Some courses are designated as “repeatable” and are not blocked from third or subsequent registrations. Failing, auditing, or withdrawing from a course does not count as a successful attempt. For more information about repeating courses, please see the Undergraduate Catalog.

Student ID (000#####):		Student Name:	
Vanderbilt Email:		Student School:	

Term (e.g. Summer 2020):	Subject Area:	Catalog Number:	Section Number:	YES Class Nbr (if known):	Course Title:

REASON FOR EXCEPTION:			
STUDENT SIGNATURE:		Date	
SCHOOL APPROVAL (Dean or Associate Dean Signature):		Date:	

*Please forward signed forms to the Office of the University Registrar for further approval, routing, and processing:
110 21st Avenue South, Suite 110 | FAX (615) 343-7709 | Email university.registrar@vanderbilt.edu*

Internal Use:

Office of Student Financial Aid: _____

ISSS (if applicable): _____

VA SCO (if applicable): _____

URO: Processed on _____ by _____.

Student notified of enrollment/decision on _____.