

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 21<sup>st</sup> Avenue South, Suite 110 | FAX (615) 343-7709 | Email [university.registrar@vanderbilt.edu](mailto: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 \_\_\_\_\_.