# Request to Repeat a Course Form

Per NSP 04.01, I have experienced an interruption in progression. I am requesting the opportunity to repeat the above course.

By submitting this form and signing below, I understand and affirm the following:

* I meet “OK to repeat” criteria as noted on the NSP 04.01a: Eligibility to Repeat a NURS Course flowchart.
* This request is due within one week after an interruption in progression or no later than noon on Wednesday of final exam week.
* Eligibility to repeat does not guarantee the opportunity to repeat.
* The ability to repeat is subject to available space ([NSP 04.01, #7](#_NSP_04.01:_)).
* Selection criteria may apply ([NSP 04.02a](#_NSP_04.02a:_)).
* Traditional pathway students must complete all required NURS courses within six semesters ([NSP 04.01, #1](#_NSP_04.01:_)).
* Career Ladder pathway students must complete all required NURS courses within 3 semesters ([NSP 04.01, #2](#_NSP_04.01:_)).

I, [Student Name], experienced the following interruption in progression [list interruptions from 04.01.3.]. As a result, I did not successfully complete the course. Therefore, I request the opportunity to repeat NURS [coursenumber] during the [term] semester.

I was unsuccessful/withdrew from this course for the following reason(s):

Click or tap here to enter text.

If approved, to be successful in this course, I am planning to (specific actions/action plan for success):

Click or tap here to enter text.

If approved, what is your requested lab and/or clinical day/time/shift. Please note that we cannot guarantee your requested day/time/shift.

Click or tap here to enter text.

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Student Name (printed) Student Signature Date

This form is due by noon (1200) on Wednesday of final exam week. Send to [tracy.edwards@okstate.edu](mailto:tracy.edwards@okstate.edu). Students will be notified of the status of their request within 10 business days after the official end of the current academic term.

Nursing Administration Use Only

Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NSP 04.02a Ranking: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Decision: Approved | Denied