Taking a Mathematics Course for the THIRD Time,  
(2-May-2017)

To take a Mathematics course for the third time will require a short interview with the Head (“chair”) of Mathematics, Dr. Whittinghill. Before the interview, you will need to do the following:

A. Prepare a written “petition” that, in three separate paragraphs,

1) briefly* explains what happened to keep you from successfully completing the course the first time,

2) briefly* explains what happened to keep you from successfully completing the course the second time, and

3) explains in some detail what you are going to do differently the third time around to ensure that the third time that you take the course is successful.

Consider consulting with your advisor for help in writing this.

B. Meet with your advisor, showing him/her the “petition.” Have him/her directly e-mail the Head (“chair”) of Mathematics (whittinghill@rowan.edu), stating that the s/he has talked to you about this plan, and that s/he endorses it. [If you are a dual major with Education and Mathematics (say), you will need to have BOTH advisors e-mail the Chair of Mathematics.]

C. Then you can schedule a meeting with the Chair/Head.

To the student: the intent of this process is to have you think about what really went wrong each time, and to think hard about what you can do to make this third, and last time, work for you. Then you will be ready to write a petition that makes your advisor and me believe that you are indeed making a serious commitment to succeed. Also, getting your advisor to vouch for you means you “owe” him/her a good effort as well.

To the Advisor: what I really need from you is an e-mail that tells me that the student is ready to succeed in this third and last attempt. Of course, the student needs the course for their major, and generally, the student thinks that s/he is ready to take it again. But if anyone can talk to the student and determine that they are truly ready to succeed, it is you. If you do not think that the student is ready, then advise them on what s/he should to first, so that they will be ready at a later date. After all, you are vouching for him/her.

*You should fully, but efficiently, describe the major events/things that interfered with your successful completion of the course.
# ROWAN UNIVERSITY
## OFFICE OF THE REGISTRAR

### COURSE REPEAT EXCEPTION FORM

**One appeal per page**

*Once this form is completed, return it to the Registrar’s Office during a registration period.*

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## REPEATING A COURSE

The University stipulates that the same course may not be taken more than twice, including withdrawals. However, except for general education courses, further restrictions may be determined by the individual departments/colleges, only to meet standards recommended by accrediting bodies, statutory regulations, and/or professional societies. Appeals may be made through the normal appeals process. **Approval is required from the chairperson of the department through which the course is offered.**

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<thead>
<tr>
<th>Rowan ID#</th>
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<tbody>
<tr>
<td>Semester:</td>
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<td>Student’s Name:</td>
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Approved by:

| Chairperson’s Printed Name: | Chairperson’s Signature: | Date: |

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