

## Fourth Course Attempt Request Form

Students who would like to request to take a course for a fourth time must complete this form through question #5, and then submit it to their Academic Advisor via email. The Academic Advisor will then fill out the remainder of the form and submit it for consideration by the Senior Associate Dean & Director of Academic Programs.

Name: \_\_\_\_\_ Email: \_\_\_\_\_ PUID: \_\_\_\_\_

First semester enrolled: \_\_\_\_\_ Anticipated graduation semester: \_\_\_\_\_ Classification: \_\_\_\_\_

Primary Major: \_\_\_\_\_ Academic Advisor: \_\_\_\_\_

Class requested for 4<sup>th</sup> attempt: \_\_\_\_\_ Class CRN: \_\_\_\_\_

1. Why were you unsuccessful the first time you attempted the class?

2. Why were you unsuccessful the second time you attempted the class?

3. Why were you unsuccessful the third time you attempted the class?

4. What will you do to ensure that you will be successful in your fourth attempt? Be specific in your answer.

5. What will you do if your 4th attempt is unsuccessful? (for example: change major, take class elsewhere, etc.)

*STUDENT, send your completed form to your Academic Advisor for them to complete. Work with your advisor to ensure that your request is also submitted in the workflow system so the Senior Associate Dean can take action if your request is approved.*

**THIS SECTION TO BE COMPLETED BY THE STUDENT'S ACADEMIC ADVISOR ONLY.**

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Review the student's response to ensure questions were adequately answered. Please use this box below to explain your perspective of the student's situation and indicate if you support the student's request. Once complete, email this form to [agoap@purdue.edu](mailto:agoap@purdue.edu) with "4<sup>th</sup> Attempt Request: STUDENT NAME" in the subject line.