

Office of Admissions and Records

Request to Petition Class Repeat Enrollment Limit

Policy/Instructions:

Students may enroll in non-repeatable courses twice without special permission. Non-repeatable courses are those in which credit can be earned only once. Advisor permission is required to enroll in a non-repeatable course a third or subsequent time. This includes repeating a class where the student received a failing grade (F/U), withdrawal (W), audit (AD), incomplete (I) or grade replacement (R). A new petition must be submitted each term a student wants to petition for a repeat, even if a petition for the same course was previously granted.

To petition the repeat enrollment limit meet with your program advisor and complete the following form. Once complete please submit it in person to Admissions and Records, 2nd Floor, Fitzgerald Student Services building.

To find out who your advisor is please visit <http://www.unr.edu/academic-central/academic-advising/all-topics/contact-advisors> and select your College/School.

Please note: Approval from your advisor in any other format besides this form will not be accepted. You will not be able to enroll on your own through MyNEVADA even if the petition is granted.

Name _____ NSHE ID _____

Signature _____ Date _____

Please indicate the class(es) being petitioned for an enrollment limit repeat:

List course number and section: i.e ENG 101 1001

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Advisor Name (Please Print) _____

Advisor Signature _____ Date _____

For Office Use Only Approved Denied Evaluator _____ Date _____