



Boston University School of Social Work

Course Retake Petition Form

Step 1. Student completes below.

Name	_____	BU ID	_____	Campus	_____
BU Email	_____	Phone	_____		_____

Course Title, Number, and Section _____

Semester and Year _____

Instructor's Name	_____	Email	_____
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Student Services Representative	_____	Email	_____
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Reason for Retake Petition:

Student's Signature: _____ Date _____

Step 2. Student forwards completed form to Academic Affairs (acadssw@bu.edu) for review.

Academic Dean, please review the student's petition and indicate your recommendations.

Comments:	Approved	Denied

Academic Dean Signature: _____ Date _____

Step 3. Academic Affairs informs Registrar, Instructor, Student Services Representative, and Student; returns completed form to the Registrar (swreq@bu.edu).

Important Notes

**Only under extreme extenuating circumstances can a student be referred to Academic Affairs to request permission to repeat a course with an unresolved incomplete grade without tuition charge. To pursue this option, the student must submit a Course Retake Petition form to Academic Affairs. The student must provide an explanation for the request and may be asked to provide supporting documentation. The course must be repeated within one year, per university policy, or the Incomplete will be converted to an "F" grade. Approval for the above type of requests is at the discretion of the Associate Dean for Academic Affairs. Alternatively, the Status Review Committee may also recommend that a student retake a course within a year without additional tuition cost.*