

课程重修申请表

(仅适用于已获成绩非F、D、C、或C+，或课程重修超过一次的情况。)

Application Form For Course Repeat

(Only applicable when the earned grade is not F, D, C, or C+, or when the course is repeated more than once.)

Fill out the form in **English**. Return the approved form to the Office of the Registrar via email at courserepeat@wku.edu.cn.

姓名 Name		性别 Gender		学号 Student ID	
专业 Major		联系电话 Contact No.		邮箱 Email	
教学学期 Term					
申请课程编号及班级 Applied Course No. & Section			申请班级剩余人数及容量 Available Seats / Capacity of Applied Section		
已获得的成绩 Grade(s) Received	Tick the option(s): <input type="checkbox"/> B- <input type="checkbox"/> B <input type="checkbox"/> B+ <input type="checkbox"/> A- <input type="checkbox"/> others_____		获得成绩的所有学期 All Grade(s) Received Semester(s)		
重修理由 Reason for Repeat (Dean may require additional documentation)	Tick the category: <input type="checkbox"/> Specified in the graduation requirements <input type="checkbox"/> Needed for graduate school admissions purposes				
	Explain further in details:				
学生确认 Confirmation from the Student	<p>本人已知晓并遵守本表末尾的须知。 I understand and will comply with the instructions on page two of this form.</p> <p>签字 Sign:</p> <p>日期 Date:</p>				
任课老师意见 Permission from the Instructor	<p>This approval confirms that the student may join the requested course section if it is full or if instructor consent is required due to prerequisites or restrictions. This approval is conditional upon the approval of the Dean of the course college, and the final approval of the Dean of the college housing the student's major, who is the ultimate approver of the course repeat.</p> <p>签字 Sign:</p> <p>日期 Date:</p>				
学生所在学院院长审批 Approval from the Dean of the college where the student's major is housed	<p>This approval is required for the student to repeat the course. Without this signature, the student cannot enroll in any section of the course.</p> <p>签字 Sign:</p> <p>日期 Date:</p>				
开课学院审批 Approval from the college in which the course is housed	<p>This approval confirms that the student may join the requested course section, including cases where the student does not meet the prerequisites or restrictions, or when the section is full. However, this approval is contingent upon prior approval from the section instructor and is subject to the final approval of the Dean of the college housing the student's major.</p> <p>签字(若非院长签字则另需盖章) Sign (Seal required if no Dean's signature):</p> <p>日期 Date:</p>				

须知
Instructions

General Instructions:

1. 所申请课程时间需与所在学期其他课程时间不冲突。
Applied course should not have time conflict with other registered courses.
2. 课程调整截止时间请参考官网教学日历。
Please refer to the Academic Calendar on the WKU website for the last day to add/drop courses.
3. 在规定的交表时间前提交的表格将被拒绝并需要重新提交。在适当的时间内提交的表格将按照收到的时间顺序处理。Forms submitted before the specified submission time will be rejected and will require re-submission. Forms submitted within the appropriate time will be processed in the order they are received by the Office of the Registrar.
4. 如果在处理过程中需要额外的信息或更正，将回复电子邮件给申请学生。学生被要求在7天内回复该电子邮件。7天期限结束后，只有在课程注册调整截止日未过的情况下，学生才能填写并提交新的表格。
If additional information or corrections are required for processing, an email will be sent to the student. Students must respond to these requests within seven days. After seven days, the original form will expire, and the student must submit a new form. A new form can only be submitted if the add/drop deadline has not passed.

Additional Instructions for Course Repeat:

1. 每门课程若本科生获得的成绩为F、D、C、或C+，则本科生可以重修该课程一次（共可注课两次）。学生不可以申请第二次重修该课程，除非之前的两个成绩均为F、D、C、或C+，并且课程重修申请表获得批准。
Undergraduate students may repeat a course once (resulting in a total of two enrollments) if they received a grade of F, D, C, or C+ in the original attempt. A second repeat of the same course is only permitted if both previous grades were F, D, C, or C+, and the course repeat application form has been approved.
2. 成绩为B-及以下的课程，除非培养计划中另有规定，否则不允许重修。
Courses with grades of B- or higher may not be repeated unless specified in official curriculum requirements.
3. 学生所在学院的院长有权在有限且有充分文件记录的特殊情况下批准额外的课程重修申请。院长在必要时会与其他相关方（如课程所在学院的院长、系主任等）协商，以确保此特批符合学生的最佳利益并在注课管理层面是可行的。
The Dean of the college where the student's major is housed has the authority to approve additional course repeats only under limited, well-documented extenuating circumstances. The Dean will confer with other interested parties (e.g.- the Dean of the college in which the course is housed, Department Chairs or Program Directors, etc.) when necessary to ensure the exception is in the student's best interest and feasible from an enrollment standpoint.
4. 研究生层次的课程不能重修或绩点重计，即使该课程是由本科生完成的。
Graduate-level coursework cannot be repeated or recalculated even if it is completed by an undergraduate student.

温州肯恩大学注册办
Office of the Registrar