

Student Success Plan – Contract
In support of
Undergraduate Permission for Exception to AP.1.3.4 (Repeating a Course)

Student's Name: _____ G#: _____
Last First

Mason Email Address: _____ Major(s): _____

Semester/Year Requested: _____

For ENGH 100, 101, and 302: students should email Dr. Courtney Wooten, Director of College Composition, to request an appointment (cwooten3). Mason Korea students with ENGH 100, 101, 302 requests should email Mason Korea English Coordinator Alice Wigglesworth to request an appointment (awriggle).

For courses in Business, CEC, FAVS, Music, and BSN – or any unit with a course repeat policy that is more restrictive than this policy – the unit offering the course has the FINAL say about retaking/repeating a course.

Previous Experience with Course Seeking to Repeat				
Course Subject & Number	Course Title	Semester	Year	Grade

Provide detailed information about your circumstances. If your performance was affected by extenuating circumstances beyond your control, please provide documentation of these issues (e.g., medical records, newly approved accommodations from Office of Disability Services, or other evidence of your claims).

Develop an action plan to address the issues affecting your performance. Be specific. What strategies you will use to improve the likelihood of successfully completing the course, if your request is approved? What will you do differently? Include at least three action steps.

Major Advisor Signature _____ Date _____

Course department check appropriate box and sign below: Approve ☐ Deny ☐

Print Name _____ Signature _____ Date _____

11/2024

Students: Please submit this completed form to your advisor
Advisors: Please forward this request to your academic dean's office for review.