

PURPOSE OF THIS FORM

University academic regulation limits enrollment in any course to a maximum of three total attempts. A student who has exhausted all three attempts is blocked from further enrollment in that course by the student information system. This form is used to request an exception to that limit. Exceptions are granted at the discretion of the Dean's office or regional campus Registrar's office.

Full academic regulation text: <https://www.provost.pitt.edu/course-repeat>

STUDENT DIRECTIONS

1. Complete all fields in Sections A, B, and C below.
2. Sign and date the form in Section D.
3. Submit the completed form to your Dean's office or, for regional campus students, your campus Registrar's office.

SECTION A — STUDENT INFORMATION

STUDENT NAME (LAST, FIRST, M.I.)

STUDENT ID NUMBER

SCHOOL / ACADEMIC PROGRAM

CAREER

TERM

SECTION B — COURSE INFORMATION

COURSE SUBJECT

CATALOG NUMBER

COURSE TITLE

TERM IN WHICH RE-ENROLLMENT IS REQUESTED (E.G., FALL 2026)

CLASS NUMBER

NON-ENROLLMENT RELATED CLASS SECTIONS (e.g. lab, recitation, studio — complete if applicable)

Related Section 1:

COURSE SUBJECT

CATALOG NUMBER

CLASS NUMBER

COMPONENT TYPE

Related Section 2:

COURSE SUBJECT

CATALOG NUMBER

CLASS NUMBER

COMPONENT TYPE

SECTION C — REASON FOR REQUEST

Briefly describe the circumstances that support this exception request.

SECTION D — STUDENT CERTIFICATION AND SIGNATURE

By signing below, I certify that I have read and understand the University of Pittsburgh's course enrollment limit academic regulation, that I have exceeded the three-attempt limit for the course listed above, and that approval of this request is at the sole discretion of my Dean's office or regional campus Registrar's office. Approval of this form does not guarantee enrollment in closed class sections. Students may be placed on a waitlist for the indicated class section. Once completed, submit this form to your Academic Center or Dean's office for review.

STUDENT SIGNATURE

DATE

SECTION E — DEAN'S OFFICE / ACADEMIC CENTER REPRESENTATIVE

Complete this section to record the decision of the Dean's office or regional campus Registrar's office. Approved forms must be forwarded to the Office of the University Registrar for enrollment processing. Regional campus students: forward approved forms to your campus Registrar's office.

DECISION

Approved

Not Approved

Conditions or notes (optional):

REPRESENTATIVE SIGNATURE

TITLE

DATE