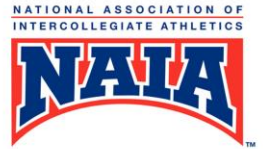




# Student-Athlete Course Retake Notification



The purpose of this form is to alert the coach and student-athlete that a course is being retaken. Due to NAIA eligibility rules, a student-athlete must be enrolled in a minimum of 12 credit hours in the semester in which the student-athlete is participating in their sport. Additionally, the student-athlete must have accrued a minimum of 24 hours in the previous two semesters. A student-athlete cannot count the credit hours of a retaken course in which the student earned a "D" or higher to meet the 24 hour requirement.

Thus, this form notifies the coach and student-athlete of the retake so they can review the semester enrollment and insure that they are enrolled in an adequate number of credit hours each semester to continue to meet the 24 hour requirement.

**Advisor:** Please complete the following portions, make sure both the advisor and student-athlete sign and date the document, make a copy for your records, and **give the original to the student to take to their coach**. In the event you prefer not to keep a copy of this document in your own files, please save it as a pdf and send it to Jeff Kaufman via email (jkaufman@marian.edu).

Institution: Marian University State: Indiana

Student Name: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Class to be retaken	Semester When Initially Taken	Grade Initially Earned	Credit Hours of Class
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The undersigned verify that the student listed above is aware that they are retaking a class and the <b>STUDENT IS RESPONSIBLE</b> for informing their coach of the retaken class, to determine any changes that may be necessary to the schedule, and work with the advisor to make those changes.		
_____ Advisor Signature	_____ Advisor Name Printed	_____ Date
_____ Student Signature	_____ Date	