



REPEAT PASSED COURSE

STUDENT INFORMATION

ID#: _____ Name: _____

Program Type: Undergraduate Graduate Major: _____

Semester: 1st 2nd Summer Year: 20____ - 20____

COURSE INFORMATION

Course Code: _____ Course Title: _____

Reason for Repeating the Course:

Instructions:

- A student may repeat a course to remove the effect of a poor grade or to meet graduation requirements with the approval of her academic advisor and Chair of Department and within the maximum time limit required for graduation.
- A student may repeat a course once in which she obtained a grade of "D" or "D+" for Undergraduate Program and a grade of "C" or "C+" for Graduate Program.
- A grade of "IC" would not be allowed for a repeated course.
- When a course is repeated, only the highest grade earned in the course will be included when calculating the student's GPA. However, the old grade will appear on the transcript.

ADVISOR USE

Comment: _____

Name: _____ Signature: _____ Date: _____

DEPARTMENT CHAIR USE

Comment: _____

Name: _____ Signature: _____ Date: _____

Student Signature: _____ Date: _____

Registration Office Signature: _____ Date: _____