



Course Repeat Form

Date: _____

Student's Name: _____
(Last) (First) (Middle)

Student ID: R _____ Email address: _____

Notice: Approval of the Vice President for Academic and Student Services must be received, if you plan to repeat a course in which you have already earned a grade of "B" or higher.

Vice President for Academic and Student Services

Course Information

Dept	Number	Title	Grade Term First Taken	Repeat Term
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

A student may repeat a course with the intent of improving the grade previously earned. In computing the quality point average of a student who has repeated one or more courses, **only the last grade received in the repeated course or courses will be used.** The hours attempted will be counted only once, provided that the number of repeats in any single course does not exceed two (three attempts). **In the event that a student attempts a course more than three times, the third and subsequent grades shall be used in determining quality point average.**

In order that grade point averages may be adjusted appropriately, the student repeating a course may file a course repeat form with the Records and Registration Office.

Veterans or other eligible person repeating courses for which they have a passing grade ("D" or higher) and for which they have been paid are cautioned not to claim this course for pay the second time.

For Office Use Only:

Date Processed: _____ By: _____