Course Repeat Request Form

The University Course Repeat Policy states that students may repeat up to five courses, once each, without penalty. "Without Penalty" means that only the higher grade will be calculated into the student's Grade Point Average. All original entries and grades will appear on the student's permanent record; with the designation that lower grade has been excluded from the Grade Point Average. Students who seek to utilize the course repeat policy must complete a "Course Repeat" form. If a student earns a passing grade twice for the same course, only one set of course credit hours will be counted toward graduation. If a student repeats a course for the second time or exceeds the limit of five courses, only the original grade will be excluded from the student's Grade Point Average. To repeat a course for the second time, the permission of the department chair is required. Repeated courses are not excluded from a student's total attempted hours. The tuition surcharge will apply for all hours attempted beyond 140 credit hours.

Registration Term: Fall _____ Spring: _____ Summer I _____ Summer II _____

_____ _____ _____

Last Name First Name Middle Initial

Banner Id: _____

I request to repeat the courses below

Subject ex. Math	Course ex. 123	Credit Hours ex. 3

_____ _____ _____

Advisor Name Advisor Signature Date

This form must be submitted to the Office of the Registrar two (2) weeks prior to the due date of final grades. Please check the Academic Calendar for these dates.

Revised 7/2008