

FAYETTEVILLE STATE UNIVERSITY

GRADUATE SCHOOL

COURSE REPEAT FORM

Course Repeat Policy

A student who receives a grade of C in a graduate course may repeat that course once without permission. To do so, the student must submit the Course Repeat form to the Office of the Registrar. To repeat a second course in which a student earned a grade of C, the student must seek permission from the graduate coordinator and department chair/associate dean. The department/school must submit the Course Repeat form to the Office of the Registrar. The grades earned on the first attempt and on the repeated attempt will remain a part of the student’s permanent record and will be shown on the student’s transcript. The grade and hours earned in the first attempt will not be computed in the grade point average. Enrollment will be terminated if a student receives a grade of “F” or “U” in a repeated course. A course may be repeated one time only. The course repeated must be the same course in which the student received the initial grade of “C”; otherwise, the course will not count as repeated.

Section I—To be completed by the student, if requesting to repeat a first or second course

Supporting documentation must be attached to this form.

Term: Fall 20__ Spring 20__ Summer 20__

Banner ID: _____ Degree Program: _____

Student’s Name: _____
(Last) (First) (MI)

I request to repeat the following course(s).

Table with 3 columns: Course Number and Title, Course Number and Title, Credit Hours. Two empty rows for data entry.

Is this form being submitted as part of a Petition for Readmission? [] Yes [] No

Student’s Signature: _____ Date: _____

Section II—To be requested by the student, if requesting to repeat a second course

[] Approved [] Disapproved _____ Date: _____
Graduate Coordinator’s Signature

[] Approved [] Disapproved _____ Date: _____
Department Chair/Associate Dean’s Signature

Cc: Student; Graduate Coordinator; Department Chair/Associate Dean; College Dean; Graduate School Director; Registrar’s Office (Original)