

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. The Course Repeat form must be submitted 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. The department must submit the Course Repeat form to the Office of the Registrar. The grades earned on the first attempt and on the repeat 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.

Course Repeat Policy for Teacher Licensure-Only Students

A Teacher Licensure-Only student is an individual who holds a baccalaureate degree and wishes to pursue a licensure program in Teacher Education. A Teacher Licensure-Only student must maintain a GPA of 2.7 or higher and earn passing grades with no more than three “Cs” in all education and concentration courses.

A Teacher Licensure-Only student is allowed to repeat no more than three (3) courses without penalty. The Course Repeat form must be submitted to the Office of the Registrar. “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 the lower grade has been excluded from the Grade Point Average.

All repeated courses are included in a student’s total attempted hours.

If an “F” is earned in a course, the student must repeat the course during the next semester it is offered. The student must pass the repeated course with a grade of “C” or higher.

Supporting documentation must be attached to this form.

Registration Term: Fall 20__ Spring 20__ Summer I 20__ Summer II 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. It contains three empty rows for data entry.

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

Student’s Signature: _____ Date: _____

Graduate Coordinator: _____ Date: _____ Approved ___ Disapproved ___

Department Chair: _____ Date: _____ Approved ___ Disapproved ___

College Dean: _____ Date: _____ Approved ___ Disapproved ___

Cc: Student; Graduate Coordinator; Department Chair; College Dean; Graduate Council Chair; Registrar’s Office (Original)