

Repeat Course Request and Approval

Student ID	A	

Student Name			
	Last	First	Middle

The following course should be marked as repeated on my Academic Record:

Original Course Number	Course Title	Semester/Year
Repeated Course Number	Course Title	Semester/Year

I understand that repeating courses for which a grade other than "F" is earned could impact Financial Aid eligibility.

*I understand that the new grade replaces the original grade in my cumulative average.
The original grade will remain on my Transcript, factored out of the GPA and marked as repeated.*

Student Signature : _____ Date: _____

Advisor Approval

The above repeat request is appropriate.

Advisor Signature : _____ Date: _____

Department Approval

A repeat course must be the same in title, number and credits. Any course not exactly the same in these aspects must be approved as an equivalent by the offering department of the original course.

Department Chair
Signature : _____ Date: _____
(Original Course Offering)