

## APPROVAL AND NOTIFICATION OF REPEATED COURSE

With divisional approval, graduate students with a grade of B- or below and undergraduate students with a grade of F or WF are eligible to repeat up to 3 courses during a single degree program. Repeated courses may not be counted twice toward fulfillment of graduation requirements.

**TO STUDENTS:** Please complete this form before the last day of the Add/Drop period of the semester in which you are repeating the course. This form must include a signature from the Chair of your department of study and the Associate Dean of your division. Please return the completed form to the Registrar's Office. Your transcript will be adjusted accordingly.

In all cases of a repeat, the grade earned the second time will be used in computing the grade point average. The original grade will remain on the transcript.

**TODAY'S DATE:** \_\_\_\_\_

**STUDENT NAME (please print):** \_\_\_\_\_ **ID#:** \_\_\_\_\_

**MAJOR:** \_\_\_\_\_ **DEGREE:** \_\_\_\_\_ **DIVISION:** \_\_\_\_\_

**CURRENT ADDRESS:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**COURSE REPEATED:** \_\_\_\_\_

SUBJECT CODE

COURSE #

TITLE

# OF CREDITS

**TERM AND YEAR FIRST TAKEN:** \_\_\_\_\_ **TERM AND YEAR REPEATED:** \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF DEPARTMENT CHAIR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF ASSOCIATE DEAN

\_\_\_\_\_  
DATE

### REGISTRAR'S OFFICE USE ONLY:

Academic Records Updated

\_\_\_\_\_  
SIGNATURE OF ASSISTANT REGISTRAR

\_\_\_\_\_  
DATE