
RECORDS OFFICE

1. A course repeat can only be completed once per course. Return the completed form to the records office after completing the repeated course.
2. Once processed, the original course grade is replaced with an FS and will not be calculated in the cumulative totals. The second course is then calculated in the cumulative totals.

Please Print or Type

Last Name First Name Student ID

| Catalog Number | Course Title | Credit Hours |
|----------------|--------------|--------------|
| | | |

Course was: **Repeated** _____ **First Taken** _____
 Term Year Grade Term Year Grade

Comments: _____

Do not mark below this line. For administrative use only.

OFFICE USE ONLY: Completed by _____ Date _____ Revised GPA _____