

COURSE REPEAT

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			Stud			
	Catalog Number	Course Title					Credit Hours
Course was: Re	epeated	Year	Grade	First Taken	[erm	Year	Grade
Comments:							
		L	Oo not mark below	this line. For administra	tive use only.		
OFFICE USE ONLY: Completed by				Date	Rev	vised GPA	

2830 Napoleon Road • Fremont, OH 43420-9670 • 419.559.2405 • or 866.AT.TERRA, ext. 2405 Form can be returned: Bldg. A, Room 200 • Email: recordsdept@terra.edu • Fax: 419.334.9035

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