

COURSE REPETITION APPROVAL FORM

Graduate students must request approval to repeat a course. The grade received in a repeated course will replace the original grade in the calculation of the cumulative grade point average, although the first grade will still appear on the transcript. A **maximum of two** courses may be repeated. Students may not repeat a course without approval of both the Department and the Graduate Studies Office. Students who receive an F in a course will be required to repeat the course. The Graduate Studies Office should be consulted for any further clarification of the course repetition policy or its implementation. This form must be submitted to the Office of Graduate Studies, Fenster Hall, Suite 140 *after* consulting the Graduate Advisor.

Name			
	Last Name	First Name	Middle Name
ID#			
Degree program in which enrolled			
	Level (NM, Cert, MS, PhD)	Program	

COURSE(S) TO REPEAT:				
Course ID Number	Semester Taken and Year	Original Grade	Semester to repeat	New Grade
Course ID Number	Semester Taken and Year	Original Grade	Semester to repeat	New Grade
Details _____				

REQUIRED APPROVALS:		
Departmental Approval		
	Print	Signature
Graduate Studies Approval		
	Signature	Date
Reason(s) for disapproval or comments _____		