REPEATED COURSE FORM

For courses that have the same course prefix and number, the first attempt at a course is automatically excluded. If you are taking a course that can be repeated for credit, such as GNST 150, 151 or MUSP 230 please use the bottom section of this form to request that the exclusion be overridden.

Special Topics courses, numbered 150 or 350, may be repeated for credit only if there is a different course title. Other courses may not be repeated for credit unless specifically allowed in the course description.

If you are replacing failed course with a different course, the top section of this form must be filed and approved before the last day of add/drop. Only certain courses can be interchanged for this purpose. See the current catalog under “Repeating a Course to Improve the Grade” for details. Credit towards graduation will be granted only once. Both grades will appear on the transcript, although only the higher grade and credit will be applied. Please note: If this form is not completed by the last day of add/drop in the term that the repeated course is taken, no changes will be applied.

____________________   ________________   ___________________
Last Name             First Name              Student Id.

Please Include Credits from Multiple Repeats of the Following Class:

Course Title:__________________________  Course Number:______________

Terms/Years Courses were taken:____________________________

Advisor’s Printed Name:__________________________________________

Advisor’s Signature ___________________________    Date:______________

Registrar’s Office Use:   GPA Before Change:______________ GPA After Change:________