



## COURSE REPEAT FORM

Student's Name \_\_\_\_\_

Social Security No.: \_\_\_\_\_ Date: \_\_\_\_\_

Repeated Course: \_\_\_\_\_  
(Course Number and Title)

I am repeating this course: \_\_\_\_\_  
(Semester and Year)

I took this course before in: \_\_\_\_\_  
(Semester and Year)

### **Policies**

It is the responsibility of the student who is repeating a course to submit a "Course Repeat Form" to the Office of Academic Records and Registration early in the semester if the repeat course is to be included in the grade-point average calculation on the student's grade report and on the permanent record at the end of the term.

A student may repeat a course for which a grade lower than a "C" is received. The highest grade earned will be used in calculating the grade point average. Both the original grade and the repeat grade are recorded on the official transcript.

Normally a course can be repeated only once.

Return this form to the  
Office of Academic Records and Registration  
210 St. Benedict Hall

