

## Undergraduate: Request to Repeat Courses with Previous Grade of B- or Better

This form is to be completed ONLY for courses in which a grade of B- or better has been earned. Permission from your advisor and the University Registrar (Dr. Tom Donohoe) must be obtained in order to repeat a course in which a B- or better has been earned. If permission is granted, the form must then be returned to the Office of the Registrar in Burgin Dossett Hall, room 102 for processing.

**NOTE:** Repeating a course will result in the last grade earned being used to calculate GPA and satisfying degree requirements. If you previously earned a grade of B- or better and choose to repeat the course, the current grade will be replaced with the last grade earned when repeating the course (even if it is a lower grade). There will be no exceptions to this rule. **Please check the appropriate selection below that explains why you are requesting this exception.**

**Academic Objective**

**Career Objective**

**Personal Goal**

Please print:

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Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Student E# \_\_\_\_\_ Phone # \_\_\_\_\_

Email \_\_\_\_\_

I am requesting to repeat the following course(s) during \_\_\_\_\_ semester, 20\_\_\_\_\_

### Current Course Information

CRN	Dept.	Course #	Section #

### Previous Course Information

CRN	Dept.	Course #	Section #

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Advisor Approval:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Registrar's Approval:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\*Repeating a course may adversely affect your financial aid, lottery scholarship, veteran's benefits, athletic compliance, or other scholarships. Please consult these respective areas before submitting this form.