Students may repeat a course to improve their grade or to provide more experience with the activities covered in specific courses. Courses that may be repeated for additional credit and to be included in the student’s GPA are specified in the particular course descriptions. Otherwise, only the most recent credits and grade will be computed in the GPA regardless of earlier grades. Courses taken on an audit or pass-no credit basis may not be repeated.

Student Identification Number: ____________________________________________________________

Name:

Last                                                                                                                First                                                                        MI
________________________________________________________________________________

I request that the following repeated coursework be considered in the calculation of my cumulative grade point average:

Original Coursework: ______________________________________________________________________
 Prefix / Course #                              Title

Taken at: _____________________________________________________________
 Institution                               Term/Year

Repeated Coursework: ______________________________________________________________________
 Prefix / Course #                              Title

Taken at: _____________________________________________________________
 Institution                               Term/Year

I understand that this request allows consideration of only the most recent grade in calculating my cumulative grade-point average. The original coursework will not be used in the computation, but will remain recorded on the transcript.

Signature of Student: ______________________________________________ Date: __________________

**************************************************************************************************************

(For Official Use Only)

Date Record Adjusted: ________________________ By: ________________________