

NOTIFICATION TO THE REGISTRAR OF A REPEATED COURSE

It is the student's responsibility to file this form with the Registrar's Office, 11 Swords Hall. The entries for both enrollments remain on the permanent scholastic record.

UNDERGRADUATE STUDENTS: The last grade and credits earned for each course shall be the only ones used in gradepoint calculations and in satisfying graduation requirements.

GRADUATE STUDENTS: Both the first and second grades received for the course are used to calculate the graduate student's overall gradepoint average; however, semester hours for the course shall count only once toward the degree requirement.

Student's Name	Last	First	Middle	ID Number

Original Course

Department	Course & Section No.	Academic Year & Term (e.g. 2009FA)

Repeat Course

Department	Course & Section No.	Academic Year & Term (e.g. 2009FA)

Is this a Topics, Readings, Research, Seminars, Independent Study, Practicum, Problems, Communications Expeditions, Studies, Issues, Projects, Ensemble, Experiments, or Genres Course?
 ____ Yes ____ No

If so, what is the title? _____

If the course number has changed or the course is being repeated after one year of the term of the original enrollment, special permission to use this as a repeated course must be obtained from the Department Chair and Dean of the College in which the course is offered.

DEPARTMENT CHAIRPERSON SIGNATURE	DATE	DEAN'S SIGNATURE	DATE
GRADUATE SCHOOL DEAN'S SIGNATURE	DATE		