

GRADUATE COURSE REPEAT REQUEST FORM

Instructions

- Students submit a Course Repeat Request prior to registering for the course.
- After the student has obtained the advisor's signature, the form must be returned to the Assistant Dean of the student's home college.
- The original grade will remain on the student's transcript but will no longer be calculated into the cumulative grade point average.
- **The most recent grade (regardless of whether it is higher or lower) will be the grade used in the GPA calculation.**
- Students may repeat two "C", "F", or "N" grades. Graduate students are limited to two replacement repeats for each graduate program the student attempts or completes. **A repeated course may only be repeated once.**
- For more information regarding the policy on course repeats, view the Graduate Catalog at: <https://catalog.iup.edu/content.php?catoid=15&navoid=1954>

Student Name	<input type="text"/>	Student ID	<input type="text"/>
IUP E-mail	<input type="text"/>	Telephone	<input type="text"/>
Semester course was originally taken	<input type="text"/>	Year	<input type="text"/>
Semester course is being repeated	<input type="text"/>	Year	<input type="text"/>
Course Department & Number (Example: ENGL 600)	<input type="text"/>		
Course Title	<input type="text"/>		

☐ I understand that I am limited to two replacement repeats for each graduate degree program I attempt or complete and that a repeated course may only be repeated once.

Student's Signature	<input type="text"/>	Date	<input type="text"/>
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APPROVALS:

I support the request of the above named student to repeat the requested course.

Advisor's Name	<input type="text"/>	Advisor's Signature	<input type="text"/>	Date	<input type="text"/>
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Advisor's Comments	<input type="text"/>
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A Dean's Signature	<input type="text"/>	Entered in Banner	<input type="checkbox"/>	Date	<input type="text"/>
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A Dean-Return approved and processed form to the Registrar's Office: registrars-office@iup.edu