

GRADUATE COURSE REPEAT REQUEST FORM

Instructions

- Students submit a Course Repeat Request during the semester when the course is repeated.
- After the student has obtained the advisor's signature, the form must be returned to the Registrar's Office, 3rd Floor, Clark Hall.
- 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" or "F" 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 School of Graduate Studies and Research policy on course repeats, view the Graduate Catalog at: www.iup.edu/graduatestudies/catalog

Student Name Banner ID @

IUP E-mail Telephone

Semester course was **originally taken** Year

Semester course **is being repeated** Year

Course Department & Number (Example: ENGL 600)

Course Title

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 Date

APPROVALS:

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

Advisor's Name Advisor's Signature Date

Advisor's Comments