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 Provost (or designee, Teresa Williams) 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:

Last Name     First     Middle

Student # ___________________________      Phone # ______________________

Email ___________________________

I am requesting to repeat the following course(s) during _____________ semester, 20________

Current Course Information

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<tr>
<th>CRN</th>
<th>Dept.</th>
<th>Course #</th>
<th>Section #</th>
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Previous Course Information

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Student Signature: ___________________________      Date: _____________

Advisor Approval: ___________________________      Date: _____________

Provost/Designee (Teresa Williams) 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.