



Course Repeat Request Form

Student Name

EmplID (1234567)

Date

SIS ID (abc123)

Program

Expected Graduation Semester/Year

Course Repeat Policy for Graduate Students

Mandel School students may petition the Associate Dean of Academic Affairs and Student Services to repeat a maximum of two courses during their degree program in order to improve their performance. When a course is repeated the first grade will remain visible on the transcript, but will be removed from the calculation of the cumulative grade point average and the grade point average for the semester in which the course was first taken. The new grade will then be used for calculation of the cumulative grade point average and the grade point average for the semester in which it was earned, regardless of whether the new grade is higher or lower than the first grade. The student's transcript will show the comment "Repeated: No credit awarded" directly below the original grade. However, **if the first attempt of the course resulted in a passing grade, but the second attempt results in a failing grade, then the original grade will remain.** Similarly, if a student withdraws from a course that is being repeated, the Course Repeat Option will not be applied and the original grade will stand. Course repetition may be exercised according to the following conditions:

1. The course repeat option can only be used on course in which a C or lower was earned. Courses with a grading basis of Pass/No-Pass are not eligible under this policy
2. A student may not use the Pass/No Pass Option on a course that is being repeated
3. A student may only use the repeat option on the same course
4. The course repeat option may not be exercised after a degree has been awarded
5. Approval from Associate Dean of Academic Affairs and Student Services required.
6. The tuition and associated fees for a repeated course may be the responsibility of the student.

Course Requested for Repeat:

Course (ie SASS)

Course #

CRN #

Credit Hours

Term

Instructor

Course Originally Taken:

Semester

Year

Student Signature

Date

Associate Dean Signature

Date

Please note both electronic signatures are required on this form in order to process

For more information regarding the course repeat request process please refer to the Mandel Student Handbook