I respectfully request permission to repeat the course indicated below. I have read* and understand that the original grade received in the course will be retained on my transcript and will be used in determining my grade point average.

Name ______________________________  ______________________________
(Print) (Signature)

Student ID: __________________________  Date ______________________________

Course to be repeated ___________________________  Grade ________________

Semester in which course was originally taken: _________________________________

Semester in which course is to be repeated: _________________________________

Approval:

Academic dean: ______________________________  Date ________________________

*A student in engineering who has earned a grade of D in a required mathematics course or a required course may, with permission of his academic dean repeat the course. The original grade earned will remain on the transcript as will the grade earned in the repeated course. Only one credit counts toward graduation.

cc: Registrar’s Office