

REQUEST FOR REPEAT OF COURSE

Course Repeat (does not apply to “repeatable courses”). Students may repeat courses in which they have earned a grade below a C-. Courses with a grade of C- or better may **not** be repeated. In computing the student’s grade point average, **the highest grade** will be calculated in the cumulative GPA. **All** grades are recorded on the student’s permanent transcript. Repeated courses count only once toward the 32 required courses for graduation. Courses repeated at other institutions and transferred to the Colleges are not included in the GPA nor are they treated as HWS course repeats. **Complete this form and submit it to the Office of the Registrar for processing.**

_____	_____	_____	_____
Last Name	First Name	Middle Init.	Year Level
_____	_____		
Student Identification Number	Major		

Indicate term grade was first received, course number and title below:

_____	_____	_____
Original Term	Dept. and Course Number	Course Title

Indicate the term in which the above course will be repeated and course number and title if different from above:

_____	_____	_____ (repeat)
Repeated Term	Dept. and Course Number	Course Title

_____	_____
Signature of Student	Date