Student Course Repeat Adjustment Form

Adjustment of Record for Repeated Courses
(to be used for adjustment of courses with grades assigned)

Course: _______________  Effective Term: ______________  Number of Times Student Has Taken Course: _________

Reason for Adjustment:

☐ Freshman Repeat Rule
   1st Semester: ___________ Credits: ____  Grade: ___  2nd Semester: ___________ Credits: ____  Grade: ___

☐ Undergraduate Repeat Rule (only for students beginning 2168 or after)
   1st Semester: ___________ Credits: ____  Grade: ___  2nd Semester: ___________ Credits: ____  Grade: ___

☐ Remove from Credits Earned and GPA
   Reason (must specify): __________________________________________________________

☐ Remove from Credits Earned
   Reason (must specify): __________________________________________________________

☐ Remove from GPA Calculation
   Reason (must specify): __________________________________________________________

☐ Add to Credits Earned and GPA
   Reason (must specify): __________________________________________________________

Course: _______________  Effective Term: ______________  Number of Times Student Has Taken Course: _________

Reason for Adjustment:

☐ Freshman Repeat Rule
   1st Semester: ___________ Credits: ____  Grade: ___  2nd Semester: ___________ Credits: ____  Grade: ___

☐ Undergraduate Repeat Rule (only for students beginning 2168 or after)
   1st Semester: ___________ Credits: ____  Grade: ___  2nd Semester: ___________ Credits: ____  Grade: ___

☐ Remove from Credits Earned and GPA
   Reason (must specify): __________________________________________________________

☐ Remove from Credits Earned
   Reason (must specify): __________________________________________________________

☐ Remove from GPA Calculation
   Reason (must specify): __________________________________________________________

☐ Add to Credits Earned and GPA
   Reason (must specify): __________________________________________________________

Approved by: _______________________________  Date: ________________

Updated May 5, 2017