

NOTIFICATION TO THE REGISTRAR OF A REPEATED COURSE

It is the student's responsibility to file this form with the Registrar's Office, 11 Swords Hall. The entries for both enrollments remain on the permanent scholastic record.

UNDERGRADUATE AND GRADUATE STUDENTS: The last grade and credits earned for each course shall be the only ones used in grade point calculations and in satisfying graduation requirements.

ID Number _____

Student's Name _____

Last

First

Middle

Original Course

Department	Course & Section No.	Academic Year & Term (e.g. 2023FA)
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Repeat Course

Department	Course & Section No.	Academic Year & Term (e.g. 2023FA)
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Is this a Topics, Readings, Research, Seminars, Independent Study, Practicum, Problems, Communications Expeditions, Studies, Issues, Projects, Ensemble, Experiments, or Genres Course?

No

Yes

If so, what is the title? _____

If the course number has changed or the course is being repeated after one year of the term of the original enrollment, special permission to use this as a repeated course must be obtained from the Department Chair and Dean of the College in which the course is offered.

DEPARTMENT CHAIRPERSON SIGNATURE	DATE	COLLEGE DEAN'S SIGNATURE	DATE
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