Graduate Student Course Repeat Request Form

Graduate Students should submit this form before registering to repeat a course, where the repeat grade will replace the initial grade in the GPA. The initial course and grade will continue to show on the transcript, but the initial course grade will no longer be included in the grade point average. This policy is only available for coursework where the initial registration occurred during the summer 2018 term, or thereafter.

Student and Course Information

Student Name _____Dawg Tag_____

Course to be repeated _____Semester _____

Previous semester this course was taken _____

Program Signature

(to be signed by the faculty advisor, program director, or director of graduate studies)

Printed Name _____Role _____

Program Administrator Signature_____ Date_____

Student Signature

 "If a graduate student repeats a course with the permission of the graduate dean, only the most recent (last) grade will be counted in the grade-point average." *from the Graduate Catalog, Chapter 1, Grading System Explanation*

I understand that the most recent grade I earn in this repeated course will be counted in my grade point average, and that the older course grade will be dropped from my grade point average, even if the most recent grade is lower than the older grade.

Student Signature_____ Date_____

Graduate School Processing	
Grade adjustment processed by	Date processed

Submit this form to Dr. Rose Moroz, Graduate School, Mail Code 4716, or rmtmoroz@siu.edu.