

PETITION TO REPEAT A COURSE

The **Repeat Course Policy** states, graduate students, with the permission of the program faculty and Graduate Study & Lifelong Learning, may repeat a course up to two times. The original grade for the course will remain on the student transcript, but the last numerical grade earned in the course will be used in computing the grade point average. The repeat course must be graded the same (numeric or pass/fail) as the first course attempt. A graduate student who fails the repeat check in Banner must complete the **Petition to Repeat a Course** and obtain approval from their program faculty. The time required to review the petition and provide final decision varies by each graduate program. A graduate student should plan in advance to be assured the petition is approved BEFORE the intended semester of enrollment. The Graduate program committee will forward the completed petition to Graduate Study (520 ODH). A repeat override will be entered into Banner for approved petitions. Filing of this form is the responsibility of the student.

Student Name		Last	First	MI
Student # G	Email			
Course #	Course Title			Credits
I am requesting to repeat this course in <input type="checkbox"/> FA <input type="checkbox"/> WI <input type="checkbox"/> SU _____ YEAR				CRN
I initially took this course in <input type="checkbox"/> FA <input type="checkbox"/> WI <input type="checkbox"/> SP <input type="checkbox"/> SU _____ YEAR				Grade Earned
<u>2nd Repeat</u> I first repeated this course in <input type="checkbox"/> FA <input type="checkbox"/> WI <input type="checkbox"/> SP <input type="checkbox"/> SU _____ YEAR				Grade Earned
Student Signature				Date
Program Adviser, Coordinator or Dept Chair				Date
Print _____				<input type="checkbox"/> Approve
Signature _____				<input type="checkbox"/> Deny
Associate Dean or Graduate Committee				Date
Print _____				<input type="checkbox"/> Approve
Signature _____				<input type="checkbox"/> Deny
Graduate Study & Lifelong Learning				Date
Print _____				<input type="checkbox"/> Approve
Signature _____				<input type="checkbox"/> Deny
<input type="checkbox"/> Banner Override Complete <input type="checkbox"/> Student to Web Register <input type="checkbox"/> Graduate Study Completed Registration				