TO: Registrar

FROM: Academic Information and Advisement Center

DATE: ________________________________

RE: Permission to Repeat a Course

NAME: ________________________________

EMPL ID #: ________________________________

This student may repeat ________________________________ for a better grade even though he/she has already taken the course and earned a grade of C- or better. The student understands the following conditions:

1. The student will not earn any additional credits for taking the course.

2. The new grade for this course will not be factored into the student’s G.P.A.

3. The credits from this course cannot be included in credits covered by financial aid funds.

_____________________________________________________ ________________________________
Student Signature                Date

_____________________________________________________ ________________________________
Academic Advisor Signature               Date