Request to Repeat Course(s) with Previous Grade of B or Better

This form is to be completed ONLY for courses in which a grade of B or better has been earned. Permission from the Dean of your major and the Provost must be obtained in order to repeat a course in which a B or better has been earned. If permission is granted, the form must then be returned to the Office of the Registrar in Ellington Building, Room 316 for processing.

NOTE: Repeating a course will result in the last grade earned being used to calculate GPA and satisfy degree requirements. If you previously earned a grade of B or better and choose to repeat the course, the current grade will be replaced with the grade earned when repeating the course (even if it is a lower grade). There are no exceptions to this rule.

Please print

Last Name First Middle

Student ID _____

I am repeating the following course(s) during _____semester, 20 _____

Current Course Information			
CRN	**Dept**	**Course #**	**Section #**

Previous Course Information			
Term/Year	**Course #**	**Grade**	**Name of University (if other than APSU)**

Dean's Signature _____ **Date** _____

Provost's Signature _____ **Date** _____

Revised 2/25/09