



**RECORDS OFFICE
NOTICE OF REPEATED CLASS**

Return completed form to Records Office at the beginning of repeating term.

This is to notify the Records Office that I, _____
(Print Name)

_____ am repeating the following course work:
(Student Identification Number)

(Course Number /Title)	Term Originally Taken	Original Grade	Term to Repeat Class	Grade Received
(Course Number/Title)	Term Originally Taken	Original Grade	Term to Repeat Class	Grade Received
(Course Number/Title)	Term Originally Taken	Original Grade	Term to Repeat Class	Grade Received
(Course Number/Title)	Term Originally Taken	Original Grade	Term to Repeat Class	Grade Received
(Course Number/Title)	Term Originally Taken	Original Grade	Term to Repeat Class	Grade Received

I understand that the original grade(s) will remain on my transcript until a better grade(s) has been received for this course(s). After the course(s) has been repeated, the better grade will be included in my GPA. It is the **student's responsibility** to return this form to the Records Office with all required signatures.

DATE

Student Signature

Advisor's Signature