

REPEATED COURSE FORM

PRINT ALL INFORMATION

(* REQUIRED) PRINT ALL INFORMATION. Incomplete forms cannot be processed.

NOTE: This address will become your address of record at the University.

*ID #: B _____

* Name: _____

*** Classification (check one):**

freshman

sophomore

junior

senior

*Address: _____
Street Apt #

City State Zip

*Phone Number: _____

Students considering grade forgiveness should be aware that many graduate schools, professional schools, employers or other institutions, in considering admission or employment, recompute the GPA and include all courses attempted even though a course was repeated. This means that if the cumulative GPA has been raised because of grade forgiveness, the recomputed GPA will be lower.

1. A student may repeat for grade forgiveness a **maximum of four courses** in which a "D", "F", or "WF" grade is earned. Both grades will remain on the permanent record, but only the second grade will be used to calculate the grade point average.
2. This option may be used **only once** for each course in with a "D", "F", or "WF" was received.
3. A student **must** accept, for purposes of grade forgiveness, the first four courses repeated **chronologically**.
4. No course may be repeated for the purpose of grade forgiveness **after a course for which it is a prerequisite has been passed**.
5. No course may be repeated by transfer credit.
6. The grade forgiveness provision is applicable only to students who **do not** possess a baccalaureate degree.

* Department * Course Number * Semester Taken * Semester Repeated **OFFICE USE ONLY**

				Approved / Denied
				Approved / Denied
				Approved / Denied

Processing will take approximately 4 working days AFTER the end of the term in which the course is repeated.

* Signature

* Date

View updated academic totals through myUCA.

FOR OFFICE USE ONLY:

Comments:

By: _____ Date: _____

09272011

Return to:

Office of the Registrar
Harrin Hall, Suite 224
University of Central Arkansas
Conway, Arkansas 72035-0001