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

* Classification (check one):
  ___ freshman
  ___ sophomore
  ___ junior
  ___ senior

* Name: ________________________________

*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.

<table>
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<tr>
<th>Department</th>
<th>* Course Number</th>
<th>* Semester Taken</th>
<th>* Semester Repeated</th>
<th>OFFICE USE ONLY</th>
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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