



Office of Academic Records, Memorial Hall Room 213
126 Hofstra University, Hempstead, NY 11549-1260

REPEAT COURSE REQUEST FORM
UNDERGRADUATE

From: NAME: Last First MI

Date:

ADDRESS:

Student ID: 700-

Address continuation lines

Major:

Undergraduates may repeat a course and request that only the later of the two grades be counted toward the GPA calculation under the following conditions: (Please initial each number.)

- 1. You are limited to a maximum of two (2) such requests, which may be used for repeating two (2) different courses or for repeating the same course twice, course(s) must have been taken in residence at Hofstra.
2. The original grade will remain on your transcript with a notation that it was not included in the GPA calculation. Forms are processed once the grade for the repeated course is submitted
3. This form must be handed in to the Office of Academic Records no later than the end of the tenth week of the semester in which the course is being repeated, or the equivalent for courses that do not follow a regular semester schedule.

- This GPA exception may only be requested during a student's tenure as a matriculated undergraduate student
If the course is no longer available when the request is made, no other course may be substituted.

NOTE: GPA exceptions are not permitted when a grade in a course was given for academic dishonesty.

COURSE BEING REPEATED SUBJECT/NUMBER TITLE

ORIGINAL GRADE RECEIVED

TERM COURSE ORIGINALLY TAKEN

TERM COURSE BEING REPEATED

I do hereby sign that I have read and understand the above conditions for repeating a course.

ACADEMIC RECORDS REPRESENTATIVE DATE

STUDENT'S SIGNATURE DATE

STUDENT EMAIL ADDRESS