



Office of Academic Records

DATE: _____

NAME _____
Last First Initial

STUDENT ID: _____

MAILING ADDRESS _____

COURSE BEING REPEATED _____
SUBJECT/NUMBER TITLE

ORIGINAL GRADE RECEIVED _____

TERM COURSE ORIGINALLY TAKEN _____

TERM COURSE BEING REPEATED _____

Undergraduate students may repeat a course and request that only the latter 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.
 - _____ 3. This form must be submitted to the Office of Academic Records no later than the end of the 10th 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 due to academic dishonesty.

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

Academic Records representative signature and date

Student’s signature and date

Student’s e-mail address