



# HOFSTRA UNIVERSITY®

Office of Academic Records and Registrar  
207 Memorial Hall, 126 Hofstra University, Hempstead, NY 11549-1260

## GRADUATE REPEAT COURSE REQUEST FORM

DATE \_\_\_\_\_

NAME \_\_\_\_\_  
Last First Middle Initial

HOFSTRA ID: 70

MAILING ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Graduate students may repeat a course with the approval of their graduate program director or academic adviser. Prior to registering for a repeat course, a graduate student must submit this form, signed by the graduate program director or academic adviser and chair of the department or program, to the Office of Academic Records and Registrar.
- Graduate students may repeat a course only once to receive credit toward their GPA.
- Graduate students may repeat no more than two courses to receive credit toward their GPA.
- Both the grade for the initial course and the grade for the repeat course are included in the calculation of the GPA, and both grades appear on the transcript. Credit toward the degree is awarded only once for this course.
- Repeating a course more than once may impact your financial aid. Please consult with the Office of Student Financial Services.

**Note:** Students may not repeat a course for credit toward the GPA if that course was a prerequisite for a course that has already been taken.

COURSE BEING REPEATED \_\_\_\_\_  
Subject/Number Title

ORIGINAL GRADE RECEIVED \_\_\_\_\_

SEMESTER/YEAR COURSE ORIGINALLY TAKEN \_\_\_\_\_

SEMESTER/YEAR COURSE BEING REPEATED \_\_\_\_\_

ALLOW FOR GPA CREDIT?  YES  NO

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

\_\_\_\_\_  
Student signature and date

\_\_\_\_\_  
Graduate program director/adviser signature and date

\_\_\_\_\_  
Chair signature and date

\_\_\_\_\_  
Academic Records and Registrar representative signature and date

This form must be submitted to the Office of Academic Records and Registrar for processing.