GRADUATE REPEAT COURSE REQUEST FORM

DATE __________________________

NAME __________________________

Last                                    First                  Middle Initial

MAILING ADDRESS ________________________________

HOFSTRA ID: 70

• 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.