Each term, the grading cycle concludes with the End of Term Processing performed by the Office of the Registrar, which occurs approximately 10 working days after the grading due date. Submission of grades after this period are not included in the mass grading adjustment process. Students may wish to inform the Office of the Registrar of any REPEATS to be addressed after the End of Term Processing cycle.

In the event that a student must or voluntarily chooses to repeat a course, the grade received for the repeated course will constitute the final grade for that subject for cumulative G.P.A. purposes—whether the grade is higher or lower than the grade received in the original course. The original grade, although not counted in the cumulative G.P.A., remains on the student's transcript.

NAME OF STUDENT: _______________________________   ID.#: __________________________

TITLE OF COURSE: ________________________________________________________________

ORIGINAL SEMESTER TAKEN: ________________________________

REPEATED SEMESTER TAKEN: ________________________________

TITLE OF COURSE: ________________________________________________________________

ORIGINAL SEMESTER TAKEN: ________________________________

REPEATED SEMESTER TAKEN: ________________________________

TITLE OF COURSE: ________________________________________________________________

ORIGINAL SEMESTER TAKEN: ________________________________

REPEATED SEMESTER TAKEN: ________________________________

TITLE OF COURSE: ________________________________________________________________

ORIGINAL SEMESTER TAKEN: ________________________________

REPEATED SEMESTER TAKEN: ________________________________

Check if applicable: Graduation candidate for _____ Spring _____ Summer _____ Fall.

Restrictions for students repeating courses (e.g., number of times a course may be repeated) are determined by individual departments.