Office of the Registrar

Repeated Course Adjustment Form

NAME _____

UTD ID NUMBER _____

Your UTD Identification Number is requested as it is a unique identification number maintained for the purpose of assurance that the correct student record is being updated, for tracking purposes and for state and federal report requirements. The disclosure of your UTD identification number is governed by the Public Information Act (Chapter 552 of the Texas Government Code).

Repeated Course:

_____	_____	_____	_____
Subject Prefix	Course Number	Previous Grade Earned	Current Grade Earned

Are you graduating this semester? Yes _____ No _____

Undergraduate? _____ Graduate? _____ Major _____

If current course is different from the repeated course:

Current Course:

_____	_____	_____	_____
Subject Prefix	Course Number	Previous Grade	Current Grade Earned

Is justification memo* attached? _____ *A memo written by the student's advisor with a description of how the current course is related to the repeated course.

_____ Advisor Signature

_____ Undergraduate/Graduate Dean

_____ Student Signature

_____ Date

Note: Undergraduates are limited to three (3) grade-bearing enrollment attempts for any specific class. All courses remain on your transcript but the earliest grade will not be used in your G.P.A. Graduate students may repeat only three (3) courses and no course may be repeated more than once.

Registrar's Stamp

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