



Document Form Number: 135

# Repeated Course Adjustment

Student ID:

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

What course did you repeat? Subject: \_\_\_\_\_ Course Number: \_\_\_\_\_

What semester did you take the course? Year: \_\_\_\_\_ Fall Spring Summer (circle one)

What was the grade in the course? Grade: \_\_\_\_\_

What semester did you repeat the course? Year: \_\_\_\_\_ Fall Spring Summer (circle one)

What was the grade in the repeated course? Grade: \_\_\_\_\_

Are you graduating in the current semester? Yes  No

**If your course is different from the repeated course:**

What is the course? Subject: \_\_\_\_\_ Course Number: \_\_\_\_\_

A justification memo (a memo written by the student's advisor with a description of how the courses are related) must be attached. Is the justification memo attached? Yes  No

Undergraduate Associate Dean/ Graduate Program Head

Signature: \_\_\_\_\_

Undergraduate/Graduate Dean Signature: \_\_\_\_\_

Note: Undergraduates are limited to three (3) grade-bearing 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.

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Your UTD Identification Number (UTD-ID) is requested as it is a unique ID which is maintained for the purpose of accuracy in tracking information. The disclosure of such information is voluntary. Disclosure of your UTD-ID is governed by the Public Information Act (Chapter 552 of the Texas Government Code). With few exceptions, you are entitled, at your request, to be informed about the information UTD collects about you. Under Sections 552.021 & 552.023 of the TX Govt. Code, you are entitled to receive and review the information. Under Section 559.004 of the TX Govt. Code, you are entitled to have UTD correct information about you that is held by UTD and that is incorrect.