

Student Name: _____ EMPL ID: _____ DATE: _____

Adjustment of Record for Repeated Courses*(to be used for adjustment of courses with grades assigned)*

Course: _____ Effective Term: _____ Number of Times Student Has Taken Course: _____

Reason for Adjustment: Freshman Repeat Rule1st Semester: _____ Credits: ____ Grade: ____ 2nd Semester: _____ Credits: ____ Grade: ____ Undergraduate Repeat Rule (*only for students beginning 2168 or after*)1st Semester: _____ Credits: ____ Grade: ____ 2nd Semester: _____ Credits: ____ Grade: ____ Remove from Credits Earned and GPAReason (*must specify*): _____ Remove from Credits EarnedReason (*must specify*): _____ Remove from GPA CalculationReason (*must specify*): _____ Add to Credits Earned and GPAReason (*must specify*): _____

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Approved by: _____

Date: _____