



Course Repeat Exception Request Form

To improve a grade previously earned at CMU, a student may repeat any course except an independent study course up to two times at the graduate level. This includes repeats where the student has earned a grade of A through E, or attempts where the student was awarded grades of CR, NC, I, W, or Z. The last grade and credit hours earned at CMU completely replace the previous grade and credit hours in computing the grade point average, although the earlier record remains a part of the student's transcript. A grade of A through E must be earned in a repeat course to replace the previous grade in computing the average. If fully approved, this form will be sent to the Registrars Office and the student will be enrolled in the course(s) listed below.

Student: _____ Signature: _____ ID#: _____

Email: _____ Phone: _____

Requested Exception:

Semester: _____ Year: _____

Course Designator & Number: _____ Section Number: _____

List all prior semesters this course was attempted:

Semester/Year: _____ Grade: _____

Semester/Year: _____ Grade: _____

Semester/Year: _____ Grade: _____

Semester/Year: _____ Grade: _____

Provide a brief description of any extenuating circumstances during your previous attempts at this course and detailed information on how you will be successful with this attempt at the course.

Required Approvals:

Advisor

Name: _____ Signature: _____ Date: _____

Department Chair (or Program Director only if program is Interdisciplinary)

Name: _____ Signature: _____ Date: _____

Graduate Studies

Name: _____ Signature: _____ Date: _____

OFFICE OF GRADUATE STUDIES