



Repeat Course Form

Repeat Course Policy:

Effective Fall 2005, a student will be permitted to retake up to two different courses (limited to NE courses only), not to exceed eight semester hours, in which he or she made a "D" or "F", with the original grade remaining on the transcript but not counted toward the student's GPA. Only the higher grade will be computed in the GPA. A student may retake a course only once under this policy and it must be taken at NEMCC. Some courses may not be eligible for this policy. Students may not retake a course in which an "F" was received as a sanction for academic misconduct. This Repeat Course Policy is only in effect for Northeast and may not apply at other institutions. This form will not impact a student's financial aid status. Students must secure signatures of their advisor and the Dean of Instruction for approval. Forms are available in the Records Office in Estes Hall or on NE Docs.

Name _____ **Student ID #** _____
First Middle Last

1st Course to be repeated:

Course Name, Number and CRN _____
Semester Taken _____
Grade Received _____

Course to be substituted (Must be taken Fall 2005 or later)

Course Name, Number and CRN _____
Semester Taken _____
Grade Received _____

Permission to repeat course:

Advisor _____
Dean of Instruction _____

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2nd Course to be repeated:

Course Name, Number and CRN _____
Semester Taken _____
Grade Received _____

Course to be substituted (Must be taken Fall 2005 or later)

Course Name, Number and CRN _____
Semester Taken _____
Grade Received _____

Permission to repeat course:

Advisor _____
Dean of Instruction _____