



Graduate Repeat/Recompute Application

Name \_\_\_\_\_

L Number: \_\_\_\_\_

Graduating this semester: YES  NO

UNA Email Address: \_\_\_\_\_

\*You will be notified when this form has been processed via your **UNA Email**.

Recomputation of Course Grades

Graduate students may identify **one course** for recomputing. Courses in which a grade of A or B have been earned cannot be repeated for computation. Only the most recent grade will be used for determining progress and the grade point average; however, the previous grade will remain on the transcript. Credit in a course may be used only one time toward meeting graduation requirement. **You must submit this form to your Graduate Program Coordinator. If approved, your Graduate Department will then submit this form to the Office of the Registrar for processing.**

Table with 6 columns: Course Number, Full Course Title, First Attempt, Second Attempt, First Semester Taken, Semester Repeated. Row 1: MA 100, Intermediate Algebra, F, A, Spring 2018, Summer 2020.

- I understand that all grades shall remain on my permanent record and the grades in the original courses listed above will only be eliminated from the computation of my grade point average.
- I understand that this application is final and I may not elect at a future date to count any of the excluded courses listed above toward satisfaction for degree requirements. I also understand that I will not be eligible for academic honors if approved for a second chance provision.

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

Office Use Only

Meets Policy Guidelines

Does Not Meet Policy Guidelines

REASON: \_\_\_\_\_

Department Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

Registrar Staff Signature \_\_\_\_\_ Date \_\_\_\_\_