



COASTAL CAROLINA
UNIVERSITY

Course Repeat Request

- 'Repeat Forgiveness' may be elected for a maximum of 13 undergraduate credits.
- Only course grades of C, D+, D, F, or WF are eligible for 'Repeat Forgiveness'.
- This completed form must be submitted to the Registrar's office by the end of the 'drop/add or drop with no academic record' period for the semester in which the course is being repeated.

Please note:

- For the course specified as being repeated, CCU will exclude the grade and credit hours earned when calculating the student's cumulative GPA and earned credit hours.
- A course that has been repeated will count only once towards meeting graduation requirements.
- All grades (original and repeat) will appear on the transcript and be used in the calculation of graduation with honors.
- Professional schools, graduate programs, and future employers may apply their own criteria that may not recognize a "repeat forgiveness" option in evaluating credentials for prospective students and employees.
- For financial aid and scholarship purposes, duplicate credits do not count as credits completed for satisfactory academic progress except in certain cases (please check with the Office of Financial Aid for details).

Student Information:

Last name _____ First name _____ Middle name _____

Student ID _____ Telephone number (_____) _____

Local address _____

City _____ State _____ Zip code _____

Course Information

Course to be repeated (example: ENGL 101) _____

Term course was taken _____ Grade earned _____

Term course is being repeated _____

Signature _____ Date _____

This section is to be completed by instructor of the original course: (If the instructor is no longer at Coastal then the Department Chair of the course, utilizing available data, may certify this section to the best of his/her knowledge.)

I certify that the grade issued for the above listed course did not reflect any academic misconduct.

Instructor's name (please print) _____

Instructor's signature _____ Date _____

Office use only

Processed by _____ Approved _____ Date _____