



## Graduate Repeat Course Approval

Use this form to inform the Office of the Registrar of a course that you are repeating.

Name	ID#	
Address		
City	State	Zip Code
Mobile phone	Work phone	
Email	Fax	

Course that you wish to repeat:

Course number and title \_\_\_\_\_

Original enrollment term \_\_\_\_\_

Repeat enrollment \_\_\_\_\_

When you complete the repeat course form and repeat a course, the highest grade is used for the calculation of a grade point average (GPA). Both the original and the repeated course will appear on the transcript. **It is important to note that a graduate student can only repeat a course once.**

Please note that while your GPA calculation includes only the highest grade, your academic satisfactory academic progress calculation includes both course attempts.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor approval \_\_\_\_\_ Date \_\_\_\_\_

School signature \_\_\_\_\_ Date \_\_\_\_\_

Once this form has been signed by the student and advisor, it should be sent to the appropriate school for processing:

School for Graduate Studies  
fax 518-587-9760  
Grad.Services@esc.edu

School of Nursing and Allied Health  
fax 518-587-5126  
SONAH.Services@esc.edu