Course Repeat Card

This card is used to give undergraduate students permission to repeat a course in which they previously received either a C, C+, B-, or B. Students can repeat courses in which they received a C- or lower without this card, and may not repeat courses in which they received a B+ or higher under any circumstance.

Effective Fall 2016, when a course is repeated, the highest grade is used when completing the grade point average. The original grade remains on the student’s record and will appear on all transcripts.

This card must be completed and signed by the student’s program director, and then turned in within five days after the start of the term to:

Registration and Records
109 Bowman Hall
Menomonie, WI 54751

Student Information

Campus ID #: ________________

Last Name: ____________________ First Name: ____________________ Initial: ______

Course Information

Subject: ____________ Course #: ____________ Section #: ____________ Credits: ______

Term Course was Previously Taken: ____________________ Grade Received: ____________

Term Course is Being Repeated: ____________ Quarter: ____________ Year: _______

Program Director’s Signature: ____________________ Date: ____________

Office Use Only

Date Processed: ________ Initials: ________