

SAMFORD UNIVERSITY
PETITION TO REPEAT A COURSE

PETITION TO REPEAT A COURSE IN WHICH A “D” OR “F” GRADE WAS EARNED

Upon the recommendation of the advisor and with the approval of the Dean of Academic Services, an undergraduate student may repeat a course for credit in which she or he received a D+ or lower to improve her or his grade and cumulative grade-point average, as well as her or his understanding of course content.

When a course grade of D+ or lower is repeated at Samford, only the last grade, even if it is lower, will count in the calculation of the cumulative average. The credits count only once. Both courses and both grades remain on the transcript with an indication of which course is counted in the computation of the cumulative-grade point average. The repeated course must be exactly the same course that was originally taken. Courses repeated will NOT change your Convocation requirements for the repeated semester(s).

Repeating a course may influence a student's financial aid or sports eligibility. Courses repeated at other institutions do not change the Samford cumulative grade-point average. Courses repeated after graduation will not change the graduation GPA.

A course can be repeated only once. A student may take advantage of this policy for no more than two courses or no more than 8 credits.

The deadline for submitting this completed form is the last day to add a course in the semester, term or session the repeated course is being taken again.

Name: _____ Date: _____
(Print) (Last) (First) (Middle)

Banner SUID No.: 9 SU Email: _____@samford.edu SU Box: 29

Telephone Number: _____

I would like to repeat the following course(s) during the _____ semester/term.

1. _____	Semester/Term _____	Grade Earned _____	Credits _____
Course name/number (i.e., ACCT 211)	Course Taken	for Semester/Term	

2. _____	Semester/Term _____	Grade Earned _____	Credits _____
Course name/number (i.e., MATH 110)	Course Taken	for Semester/Term	

_____ (For office use only) _____ RPTS (For office use only)

Student's Signature Date

Advisor's Recommendation/Signature Date

**Please bring the completed form to the Dean of Academic Services and Registrar's office located in Samford Hall, Student Records, Room 214 for consideration of approval by the Dean of Academic Service and Registrar.*

*Dean of Academic Services and Registrar Approval Date

Student Notified of Approval Date