Repeated Course Adjustment

Student ID: □□□□□□□□□□

First Name: _________________________________________________________________

Last Name: _________________________________________________________________

Student Signature: _______________________________________________________________

What course did you repeat? Subject:________________ Course Number:_____________

What semester did you take the course? Year:_____________ Fall Spring Summer (circle one)

What was the grade in the course? Grade:___________

What semester did you repeat the course? Year:_____________ Fall Spring Summer (circle one)

What was the grade in the repeated course? Grade:___________

Are you graduating in the current semester? Yes ☐ No ☐

If your course is different from the repeated course:

What is the course? Subject:_________________________ Course Number:___________

A justification memo (a memo written by the student’s advisor with a description of how the courses are related) must be attached. Is the justification memo attached? Yes ☐ No ☐

Undergraduate Associate Dean/ Graduate Program Head
Signature:__________________________________________________________________

Undergraduate/Graduate Dean Signature:________________________________________

Note: Undergraduates are limited to three (3) grade-bearing attempts for any specific class. All courses remain on your transcript, but the earliest grade will not be used in your G.P.A. Graduate students may repeat only three (3) courses and no course may be repeated more than once.

COPIES: White – Office of the Registrar Yellow - Student

Your UTD Identification Number (UTD-ID) is requested as it is a unique ID which is maintained for the purpose of accuracy in tracking information. The disclosure of such information is voluntary. Disclosure of your UTD-ID is governed by the Public Information Act (Chapter 552 of the Texas Government Code). With few exceptions, you are entitled, at your request, to be informed about the information UTD collects about you. Under Sections 552.021 & 552.023 of the TX Govt. Code, you are entitled to receive and review the information. Under Section 559.004 of the TX Govt. Code, you are entitled to have UTD correct information about you that is held by UTD and that is incorrect.