Centenary College of Louisiana

Repeat/Replace Course Request Form

_____

Last Name   First Name   Centenary ID

_____   _____   _____
Course (ex. MATH 104)   Term course was first taken   Term course is to be repeated

By permission of the current instructor or Provost, students may repeat once any course at Centenary for which credit has been earned to improve their grade. Hour credit toward graduation is earned only once per each course. An exception would be courses which are permitted to be repeated for credit.

- **You must be registered for this course the second time before handing in this form.**
- The highest grade earned in a course will replace previous grades earned when calculating grade point average.
- The Repeat/Replace option will affect cumulative GPA, but will not retroactively affect academic standing for previous terms.
- All grades earned in all repeated courses will appear on student transcripts. This includes the original course grade.

WARNING: Medical schools, law schools and other graduate programs may recalculate your cumulative GPA using ALL grades on your transcript. Therefore, while Centenary does not use the original course grade for GPA calculation, other education institutions and potential employers may use this grade in the GPA calculation.

IMPORTANT: A Repeat/Replace request may affect financial aid and scholarship eligibility. Please contact the Financial Aid office if you have any questions.

I understand the following conditions apply and violation of any may invalidate this request:
- **This is the first time I am repeating this course.**
- You cannot Repeat/Replace any course more than once.
- This form must be submitted to the Re-Enrollment Office no later than the last day to ADD a course during the term of the repeated course.
- Once a student has graduated from Centenary College of Louisiana, said student may not Repeat/Replace any Centenary course taken prior to the date of graduation.

_____   _____
Student Signature*   Date
*by signing this form, I am affirming that I have read and understand Centenary's Repeat/Replace policy.

_____   _____
Current Instructor   Date

_____   _____
Provost Approval   Date