College of Graduate Studies

Request to Repeat Courses

M

MTSU ID Number

Registration Term for Repeat
(Ex: Summer 2010 or 201050)

Last Name First Name Middle Initial

A graduate student may repeat graduate courses in which a grade of B- or lower was earned. However, there are certain restrictions and limitations. A maximum of two (2) courses, not to exceed eight (8) credits combined, may be repeated. The grade in the second attempt replaces the original assigned grade in the first attempt regardless of the earned grade. For all additional courses or subsequent repeated courses, there will be no grade replacement; i.e., all earned grades will be used in the grade point average calculation and are recorded on the transcript.

Graduate students may not repeat a course in which they have previously earned the grade of A, A-, B+, or B without written approval from the director of graduate studies and dean of the College of Graduate Studies. If granted, there will be no grade replacement in the GPA calculation; i.e., all attempts will be used in the grade point average calculation and recorded on the transcript.

Courses to Repeat (CRN, Course ID and Course Title MUST be included):

Example:

CRN (5-digit number)	Course ID	Course Title	Original Term of Enrollment
51195	INFS 5790	Database Design and Development	Fall 2007 or 200780
CRN	Course ID	Course Title	Original Term of Enrollment
CRN	Course ID	Course Title	Original Term of Enrollment

Signature of Student Date

Approval of Graduate Program Director Date

Return via mail: College of Graduate Studies. MTSU Box 42, Murfreesboro, TN 37132 or fax: 615-904-8020

Graduate Studies Use Only:

☐ Approved to replace grade

☐ Approved to repeat course but grade will NOT be replaced

College of Graduate Studies Date

MTSU is an equal opportunity, non-racially identifiable, educational institution that does not discriminate against individuals with disabilities.