Office of Admissions & Records
PO Box 2000 • Hanceville• AL• 35077• 35077-2000
Phone: 256-352-8238 • Fax: 256-352-8129
Email: lioncentral@wallacestate.edu

REQUEST FOR COURSE REPEAT

Student Number/SSN _____ Date of Birth _____/_____/_____

Name_____
(First) (Middle) (Last) (Maiden or Former)

Phone _____ Email Address_____

Current Mailing Address _____
(Street or PO Box) (City) (State) (Zip)

Last Term Attended: _____

Course Repeated	Term Course was Originally Taken	Term Course was Repeated

Repeating a Course for Credit

If a student repeats a course once, the second grade awarded (excluding a grade of "W") replaces the first grade in the computation of the cumulative grade point average. The semester grade point average during the semester in which the course was first attempted will not be affected. When course is repeated more than once, all grades for the course excluding the first grade will be employed in computation of the cumulative grade point average. Official records at the institution will list each course in which a student has enrolled. It is the student's responsibility to request of the Registrar that the forgiveness policy be implemented.

My signature below verifies my understanding of these implications

_____ _____
(Student Signature) (Date)

FOR ADMISSIONS USE ONLY:

☐ Approved Comments:_____

☐ Denied Registrar's Signature: _____Date:_____

The Family Education Rights and Privacy Act of 1974 (PL 93-380), known as the Buckley Amendment, shall apply to the handling of student records at all colleges.