



Document Form Number: 135

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.

University Stamp

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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.