

Student Request for First Year Repeat – GR5810A

 Student Name: _____ SMU ID: _____

Email Address: _____ Phone: _____

Original Entry Term: _____ Date: _____

I request approval to repeat the following course under the First Year Repeat Rule:

Course Prefix/Number: _____

Term Taken: _____

Term Repeating: _____

Original Grade: _____

Repeated Nbr (3 Max): _____

I understand and accept the following First Year Repeat Rule provisions:

1. The maximum number of courses that may be repeated under the Rule is **three (3)**.
2. Qualifying original grades are F/D-/D/D+.
3. Only courses taken at SMU before or during a student's first two consecutive regular terms may be repeated.
4. Eligible courses may be repeated only once under this Rule, and they must be repeated within the next two regular terms (regardless of the student's terms of enrollment or withdrawal, but not counting a term of academic suspension) following the term in which the course was initially taken.
5. Only the grade for the repeated course, even if lower than the original grade, will be used for credit units and GPA calculations; however, the original grade will remain on the student's permanent academic record and academic standing, as determined by the initial grade, stands.
6. A declaration of intent to repeat a course under the Rule must be filed with the student's dean by the 12th day of classes. The declaration is irrevocable.
7. For classes in which the course being repeated under the Rule has been dropped prior to the drop deadline, the original grade stands. The repeat enrollment does not count against the Rule limit of three.
8. Students must repeat the exact same course originally taken to be considered a repeat. Not every course is offered again and thus may not be available to be repeated.
9. Effective for students entering SMU for Fall 2017 or later, this policy applies to both first-year and transfer students. Previously (Fall 1997 through Summer 2017), the policy only applied to students entering SMU directly from high school.

Student Signature: _____

Advisor: Please attach a current unofficial transcript with the repeated enrollment(s) highlighted.

ENDORSEMENTS	APPROVED	NOT APPROVED	DATE
Academic Advisor			
Student's Academic Dean/ Director			
Registrar			