UNIVERSITY OF MISSOURI-KANSAS CITY
COURSE REPEAT FORM – GRADUATE STUDENTS ONLY

Student Name: ___________________________ Student ID#: ___________________________

Academic Unit: __________________________ Graduate Level:  ____ Masters
                                           _____ Doctoral – non-Interdisciplinary PhD
                                           _____ Interdisciplinary PhD

Course to be repeated: Course No.: _______________________________________

Course Title: ___________________________________________________________

I plan to repeat this course in _________________ ________________
            Term                Year

I took this course before in _________________ ________________
            Term                Year

I have read the following policies:

1. Whenever a student repeats a course, the student has the responsibility of submitting a Course Repeat Form with all required signatures to the UMKC Registration and Records Office not later than the end of the fourth week of the term if that repeat is to be included in the grade-point average calculations on the student’s grade report and permanent record.

2. Students are limited to repeating no more than 20% of the course hours applicable towards a graduate degree and must have the approval of the school or department or Interdisciplinary PhD Supervisory Committee. Courses may be repeated once.

3. When a course is repeated, only the semester hours of credit and grade points from the last enrollment in the course are included in the grade-point average calculation.

Student Signature ___________________________ Date ______________________

Dept. Chair Signature _________________________ Date ______________________

Dean Signature ______________________________ Date ______________________

For Interdisciplinary Ph.D. Students:

Supervisory Chair ___________________________ Date ______________________

Dean, School of Graduate Studies _________________________ Date ______________________

After obtaining the required signatures, please return this form to Registration and Records for processing. Administrative Center room 115 or fax (816) 235-5513.