



Office of the **GRADUATE SCHOOL**

Request to Retake a Course

This Form **MUST** Be Typed

Last Name: _____ First: _____ Middle: _____ MSU ID No.: _____

College: _____ Degree: _____

Major: _____ Minor: _____

Major Professor: _____ Date of Admission to Program: _____

With the approval of the major professor, the graduate coordinator and the college dean, a student may repeat one course per degree program of study. Approval should be secured before repeating the course. The policy applies only to a course initially taken at Mississippi State University and can be repeated only at Mississippi State University. The policy applies to all courses (including those not on the program of study) taken as a graduate student after admission to a specific program.

Both courses will remain on the permanent transcript, and both grades will be used to compute the final average. The course will be counted only once. No additional program credit hours will be generated from a repeated course.

To be complete by student

Course Subject and Number (ABC 8803): _____ Course Title: _____

Please give justification for repeating the course:

SIGNATURES:

Typed Name

Signature

Date

Student: _____

Major Professor: _____

Graduate Coordinator: _____

Dean: _____