



Request for Inclusion of a Repeat Course in a Graduate Program

The repeat course policy states that no more than two courses may be retaken and no course may be repeated more than once during the student's graduate career (inclusive of both master's and doctoral programs at WMU). Permission must be granted from the graduate advisor and graduate dean before registration for the course to be repeated takes place. The original grade for the course will remain on the student's transcript, and both the original and repeated course grade will be computed into the degree program grade point average.

Name _____ WIN _____

Address _____

City _____ State _____ Zip _____

Email address _____

Degree Program _____

Graduate Advisor _____

Title of course intended for inclusion _____

Course Number _____ Semester/session _____

Department _____

Rationale _____

The signatures below indicate the approval or denial of this request.

Signature, Graduate Advisor

Approved

Denied

Date

Signature, Dean, Graduate College

Approved

Denied

Date