

**MISSISSIPPI STATE UNIVERSITY - OFFICE OF THE GRADUATE SCHOOL
REQUEST TO RETAKE A COURSE**

Name: _____ MSU ID: _____ Net ID: _____
Last First Middle

Degree: _____ Major: _____

Semester/Year of Admission to Program: _____

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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 grade point average. The course will be counted only once. No additional program credit hours will be generated from a repeated course.

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TO BE COMPLETED BY STUDENT:

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

Justification for the repeating the course:

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Typed/Printed Name:

Approval Signatures:

Student

Date

Major Professor

Date

Graduate Coordinator

Date

Dean

Date