



### Request to Retake a Course

Name \_\_\_\_\_ 9-digit ID \_\_\_\_\_ Net ID \_\_\_\_\_  
Last First Middle

Degree \_\_\_\_\_

Major \_\_\_\_\_ Minor \_\_\_\_\_

Concentration \_\_\_\_\_

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

Student has **not** previously used their one course retake.

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Course Subject and Number (ex. ABC 8803) \_\_\_\_\_ Course Title \_\_\_\_\_

Briefly describe the justification for repeating the course:

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Typed / Printed Name

Approval Signatures

\_\_\_\_\_  
Student

\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Major Professor

\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Graduate Coordinator

\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
College Dean

\_\_\_\_\_

\_\_\_\_\_  
Date