

COURSE REPEAT APPLICATION



RICHARD BLAND COLLEGE
OF THE COLLEGE of WILLIAM & MARY

Explore. Prepare. Grow.

Deliver completed form to: Registrar's Office - Maze Hall - Questions: 804-862-6185

Students are allowed to repeat courses and receive credit for the higher grade. *After the first repeat, any further attempts must be approved by the Provost.* Students desiring to repeat a course must notify the Registrar by using the Class Repeat Application to ensure proper credit is given for the highest grade. All courses and grades appear on the student's transcript. Although Richard Bland College adjusts cumulative grade point averages for successful repeats, other institutions may compute the grade point average using all courses attempted. Students should consult the college catalog (www.rbc.edu) for more information concerning repeats.

Name _____ Semester _____ 20____
(Last) (First) (M. I.)

Student "R" Number (or last four digits of SSN) _____

PREVIOUS COURSE TO BE REPEATED _____
Course Name Number

CURRENT COURSE INFORMATION

Course Name Number Section CRN #

Student's Signature

Request Approved Denied

Provost's Signature (If applicable)

Comments: _____

Procedure completed _____
Registrar's Certification Date

Original Grade: _____ Second Attempt Grade: _____

Copies: Registrar; Student

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