

**REQUEST TO RETAKE A GRADUATE COURSE**

Name: \_\_\_\_\_  
 K-State eID: \_\_\_\_\_  
 Student Number (WID): \_\_\_\_\_  
 Degree Program: \_\_\_\_\_  
 College:  AG  AI  AR  AS  BA  
 ED  EN  HE  TC  VM

Master's   
 Doctor of Philosophy   
 Doctor of Education   
 Certificate Program

If a student received less than 3.0 in a course, the student may retake the course with approval of the major professor and the supervisory committee. If the course is retaken by the direction of the major professor and the supervisory committee, the original grade is noted as retaken and removed from the grade point average. The retake grade will always be used in computing the grade point average regardless of whether it is higher or lower than the original grade. A student may retake a course with subsequent removal of the prior grade only once for each course and for a total of two courses in the program of study. An approved program of study must be on file in the Graduate School at the time the retake request is submitted.

**Retake requests must be made prior to enrolling in the course.**

Course Information

Course Number	Course Title	Credit Hours	Original Semester Taken	Semester To Be Retaken

The Supervisory Committee for this student is requesting that he/she be allowed to retake the course(s) as indicated above. A program of study has been approved by the Graduate School and this coursework is on the program.

\_\_\_\_\_  
 Major Professor (signature)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Supervisory Committee Member (signature)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Supervisory Committee Member (signature)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Supervisory Committee Member (signature)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Supervisory Committee Member (signature)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Dept Head / Grad Program Director (signature)

\_\_\_\_\_  
 Date

Approved by:

\_\_\_\_\_  
 Dean of the Graduate School (signature)

\_\_\_\_\_  
 Date

**FOR GRADUATE SCHOOL USE ONLY**

- POS on file
- Requested retake course listed on POS
- Course retaken previously
- Enrolled in requested retake course
- Received less than 3.00 in prior course
- Total prior taken courses for grade replacement