

**THE
GRADUATE
SCHOOL**

*Kansas
State
University*

Request to Retake a Graduate Course

Student's Name _____

Social Security Number _____

If a student is on probation and received less than 3.0 in a course listed on the program of study, the student's supervisory committee may require that the student retake the course. If the course is retaken by the direction of 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 a degree program.

The deadline to file this request is the last day to drop a course without a W being recorded in the semester the course is being retaken.

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

Date

Supervisory Committee Member

Date

Supervisory Committee Member

Date

Supervisory Committee Member

Date

Supervisory Committee Member

Date

Department Head or Group Chairperson

Date

Approved by:

Dean of the Graduate School

Date