
Permission to Repeat a Graduate Course

When to Use This Form

This form is for graduate students wishing to repeat a course in which they earned a grade of D or F. A course can only be repeated once and no more than two courses can be repeated within a degree program.

Instructions for Graduate Students

1. Fill out all fields under the Graduate Students Only section, being sure to do the following:
 - Provide information for the course you plan to repeat.
 - Provide a justification for repeating the course.
2. Print the filled out form.
3. Sign the form in the Graduate Students Only section.
4. Give the form to your advisor/major professor.

Instructions for Advisor/Major Professor

1. If the permission to repeat the course is approved, your advisor/major professor must print their name, provide a signature, and a date.
2. Deliver the form to the graduate school by one of the following methods:
 - scanning the form (after signing it) to PDF and emailing the PDF to the Graduate School at **gradspec@utk.edu (this email must come from the email of the advisor/major professor)**
 - sending the form by campus mail to the Graduate School
 - delivering the form in person to the Graduate School

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Today's Date: _____

Name: _____
Last First Middle

Signature: _____

Student ID #: _____ Email: _____

Current GPA: _____ Major: _____

Please list the course that you wish to repeat:

Course Name/Prefix: _____ Hrs: _____
Ex., SPAN 421

During which term did you take the course the first time (ex., Fall 2017)? _____

What grade did you receive the first time you took the course? _____

During which term do you plan to retake this course (ex., Fall 2017)? _____

Please explain the need to repeat this specific course:

Advisor/Major Professor

By signing below, I acknowledge that I have met with the student, a valid reason has been provided for the course to be repeated and I approve the request.

Printed Name of Advisor/Major Professor

Signature of Advisor/Major Professor

Date

To be completed by the Graduate School

Dean of the Graduate School

Approval Date