



The College of New Jersey
 Office of Records and Registration
 P.O. Box 7718, Ewing, NJ 08625-0718
 Phone: (609)771-2141 Fax: (609)637-5184

REPEAT OF COURSE NOTIFICATION FORM

Last Name: First Name: MI: PAWS ID:

Phone: TCNJ E-Mail: Major

Address: _____ Street _____ City _____ State _____ Zip Code _____

A student may repeat any course once without authorization. However, to take a course more than twice, permission *must* be obtained from the chair of the department in which the student is majoring *and* the chair of the department offering the course (*except* for courses described in the catalog as "*may be repeated*") with the "Repeat of Course Authorization Form." Students are encouraged to check their course history in PAWS to see if the course has already been indicated as a repeated course. If the course is indicated as a repeated course, the student's GPA would already reflect the new grade.

****This form must be filled out in order for the student's cumulative average to be adjusted using the highest grade once a course is repeated.** Note: Only the most current grade will count in the average of engineering majors.

Repeat of Course Information:

Course Number: Course Title:

I have repeated the above course in each semester as follows:

First Time Taken: _____ Semester _____ Year Grade

Second Time Taken: _____ Semester _____ Year Grade

Third Time Taken: _____ Semester _____ Year Grade
 (if necessary)

Fourth Time Taken: _____ Semester _____ Year Grade
 (if necessary)

Signature required for cumulative average adjustment. Present completed form to the Office of Records and Registration after the course is repeated.

 Student Signature Date