



Repeat a Course: Graduate School of Management

Purpose: Used by Graduate School of Management students to request to repeat a course as per Graduate School of Management policy.

Student Instructions:

1. Seek permission from the Graduate School of Management to repeat a course; you will know if you need this permission by the message you receive when attempting to register for the course in CheckMarq.
2. Complete one form for each course you wish to repeat.
3. Complete Sections 1-3 of this form, using a computer.
 - a. **a handwritten form will not be accepted.**
 - b. an incomplete form will not be processed and returned to you for completion.
4. Print the form using the 'Print Form' button.
5. Sign the form in Section 4; a digital signature is **not** acceptable.
6. Take the form to the Graduate School of Management for approval.
7. You will be notified via Marquette email as to the approval or denial of your request.

Graduate School of Management Instructions:

1. Designate approval or denial of the request in Section 5.

Note: as per federal regulations, this request may be approved only once, if the student has already passed the course. It may be approved for more than one repeat, if the student has not earned the minimum passing grade for the school. However, if your school repeat policy is more strict than the federal regulations, your policy may supersede the regulations.
2. If denied:
 - a. Sign the form below.
 - b. Inform the student of the denial via Marquette email.
 - c. Scan the form to the Office of the Registrar via ImageNow.
3. If approved:
 - a. Sign the form below.
 - b. Scan the form to the Office of the Registrar via ImageNow.
 - c. The Office of the Registrar will register the student and notify the student via Marquette email.

Section 1: Student Information

Full Name _____
Last name, First name, Middle name

Email _____ @marquette.edu MUID _____

Mailing Address _____
street, city, state, zip code

Program _____

Section 2: Course Information

Original course information

Subject Code <i>(e.g. ACCO)</i>	Course Number <i>(e.g. 6040)</i>	Section <i>(e.g. 101)</i>	Title	Term <i>(e.g. Fall)</i>	Year
_____	_____	_____	_____	_____	_____

I wish to repeat _____ during _____
 Section Term Year
(e.g. 101) (e.g. Fall)

Section 3: Discussion, Lab or Quiz Information

I wish to repeat
check all that apply

Discussion _____ Lab _____ Quiz _____

Discussion Number <i>(e.g. 6040)</i>	Section <i>(e.g. 101)</i>	Lab Number <i>(e.g. 6040)</i>	Section <i>(e.g. 101)</i>	Quiz Number <i>(e.g. 6040)</i>	Section <i>(e.g. 101)</i>
_____	_____	_____	_____	_____	_____

Section 4: Student Statement/Signature

I attest that all of the information above is true and correct. I also confirm my understanding of the [Repeat Course Policy](#) for the Graduate School of Management, all that it requires of me and how repeated course grades affect my GPA and academic record.

Signature of Student _____ Date _____

Section 5: Graduate School of Management

Approved Denied Reason for Denial _____

GSM Signature _____ Date _____