

Reversing Repeat Grade Option

Registrar's Office/State University of New York at New Paltz • 75 S. Manheim Blvd. Suite 5 • New Paltz, NY 12561-2439 • (845)257-3100

A student who is repeating a course, but does not want the second grade to replace the first grade, must fill out this form and submit it to the Registrar's Office before the end of the semester the course is being repeated.

Last Name _____ First _____ MI _____

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Address _____

Student Number

City _____ State _____ Zip Code _____

I am requesting the grade assigned for:

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Course Number / Section

Course Title _____

taken in: Spring SSI SSII Fall _____
Year

NOT replace the grade given in the same course

taken in: Spring SSI SSII Fall _____
Year

Student Signature

Date

Office Use ONLY.

In response to the above request, the grade received in the course currently in progress will not replace the grade received in the earlier course. The grades of both courses will be averaged into the student's cumulative GPA.

Initials of Processor

Signature of College Recorder

Date