

REQUEST FOR DUPLICATIONS

This form is your official request to the Office of the Registrar that you would like only the second course grade to be counted in your grade point average for courses you have repeated. This is effective ONLY for the second time you take a course. All repetitions of a course after the first one will be counted in your average. If you are not currently enrolled at UNTD, any duplication being transferred from another school will not be processed until you re-enroll at UNTD.

State law and university policy, with limited exceptions, allow you to be informed about information the University collects about you, to review and obtain the information on this form and correct any information you believe is incorrect.

NAME: _____ DATE: _____
 Last First M.I.

ID#: _____ CURRENT ADDRESS: _____
 Number and Street City and State Zip Code

COURSES TO BE EXCLUDED / INCLUDED IN THE GPA ON YOUR PERMANENT RECORD

1. Do not list a course duplicated by a grade of W.
2. Do not list the course if it has already been marked "Repeat Exclude" on your record.
3. Do not list a course duplicated by a grade of I until the I is removed.

NOTE: Courses repeated before Fall 1984 will be marked "DUP." Any courses repeated Fall 1984 or later will be marked "Rx." These marks indicate the course is no longer being used in determining your grade point average. However, the coursework will still appear on your student record.

COURSE TO BE DUPLICATED (First attempt or first attempted course)					DUPLICATE COURSE (second attempt or second attempted course)				
Subject and Number	Semester Hours	First Grade	Semester and Year	Name of College or University	Duplicated by: Subject and Number	Semester and Year	Name of College or University	Grade	Office Comment (Do not write here)

OFFICE USE ONLY