



Change of Academic Record

(Repeat Form)

Undergraduate students may repeat a course to improve their grade. When a class is repeated, the lower grade remains on the transcript but is marked as "Repeated" and is not used to calculate the student's grade point average. Students are allowed to take **up to twelve (12) credit hours** of repeated coursework during their undergraduate career. Students may only repeat a course by taking the same course and cannot take a course at another institution to replace a grade earned at Southern Miss. A repeat may not be removed once it is marked on the student's record. **Repeats cannot be used retroactively after a degree is conferred and the graduating class is closed.**

Student Information			
Student ID/SSN:		Date of Birth:	
Last Name:	First Name:	Middle/Maiden Name:	
Phone:		Email:	

Repeated Course Information				
Course Prefix (Ex: MAT)	Course # (Ex: 101)	Course Description (Ex: College Algebra)	Terms Taken (Ex: Fall 2014) <i>*Lower grade will be marked*</i>	

Student Signature: _____

Office Use Only	
Repeat Hours Used:	Repeat Hours Remaining:
Previous GPA:	Current GPA:
Previous Academic Standing:	Current Academic Standing:
Processed Date:	Processed by: