



University of NORTH ALABAMA

Office of the Registrar

UNABox5044

Florence, AL 35632

Fax: 256.765.4349

registrar@una.edu

Repeat/Recompute Application

Name _____

Student Number _____

Graduating this semester: YES NO

UNA Email Address: _____

*You will be notified when this form has been processed via your UNA Email.

Recomputation of Course Grades

Undergraduate students may identify **three courses (up to 12 hours)** for recomputing. *Graduate students may identify up to 3 hours for recomputing.* Courses in which a grade of A or B have been earned cannot be repeated for computation. Only the most recent grade will be used for determining progress and the grade point average; however, the previous grade will remain on the record. Credit in a course may be used only one time toward meeting graduation requirement.

Course	COURSE TITLE	GRADES	SEMESTER TAKEN & SEMESTER REPEATED
_____	_____	____/____	_____
_____	_____	____/____	_____
_____	_____	____/____	_____

I understand that all grades ***shall remain*** on my permanent record and the grades in the original courses listed above will ***only*** be eliminated from the computation of my grade point average.

I also understand that this application is final and I may not elect at a future date to count any of the excluded courses listed above toward satisfaction for degree requirements.

Student's Signature

Date

Office Use Only

Meets Policy Guidelines

Does Not Meet Policy Guidelines

REASON: _____

Registrar Staff Signature

Date