



LOYOLA
 UNIVERSITY MARYLAND
Records Office
 4501 N. Charles Street
 Baltimore, MD 21210-2699

Undergraduate Repeat/Replacement Form

Student ID/SS#	Student Athlete: <input type="checkbox"/> Yes <input type="checkbox"/> No	Class Year
Last Name	First Name	M.I.
Major (If replacing course in the major, an approved Change of Major form must accompany this form or be on file in Records Office.)		

Academic Year	Term: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer I <input type="checkbox"/> Summer II <input type="checkbox"/> Other _____
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– IMPORTANT –

- This is NOT a Registration Request Form. This form must be submitted along with registration materials.
- Consult respective catalogue regarding policy for repeating/replacing grades.
- Original grade and repeat/replacement grade are included in cumulative QPA calculation for the awarding of undergraduate honors at graduation.

Repeat/Replacement Course	
Check one:	
<input type="checkbox"/> Course being taken as a REPEAT course. (All grades for repeated course will be included with the original grade in computation of cumulative QPA.)	
<input type="checkbox"/> Course being taken as a REPLACEMENT course. (Second grade replaces the first grade in computation of cumulative QPA. Both grades appear on transcript and are used in the calculation of honors.)	
Course Key	Course Title
Comments:	

Course Initially Taken				
Course Key	Course Title	Credits	Term Taken	Grade
Comments:				

Student's Signature	Date
Academic Advising Signature	Date

Records Office Use:	
Date Processed	