



Please PRINT Legibly

Name:

Last

First

UTEP ID

8							
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EXCLUDE FROM GPA

TERM	CRN	SUBJ	COURSE #	GRADE

INCLUDE IN GPA

TERM	CRN	SUBJ	COURSE #	GRADE

Reason for repeat (if more space needed please use back of sheet):

Your college _____ Your major _____

The following information is taken from the current UTEP Undergraduate Catalog:

All grades earned remain on your academic record. The GPA adjustment will be made after final grades are processed, provided a grade other than W, I, P, S, U, or CR is earned. Your academic record will be annotated with the symbol "E" (for "exclude") next to the earlier grade.

Your college may require that you obtain permission before repeating a course at UTEP without recalculation. Please check with your dean's office before signing up for the course.

The first time you repeat a freshmen-level course at UTEP, your GPA will be recalculated automatically. However, certain courses are exempted from this automatic recalculation because it is intended that you will take the course more than once. Please check with your dean's office or the Registration & Records Office before submitting this form.

Approval is certified when your college submits this course repeat petition for GPA recalculation to the Registration & Records Office on your behalf. Any GPA recalculation, as well as the annotation of your academic record will be done following receipt of final grades for the semester during which a course eligible for GPA recalculation is repeated. GPA recalculation will not be made after graduation.

CAUTION: Under no circumstances may a course taken at UTEP and repeated at another college or university be eligible for GPA recalculation, even for your first repetition of a freshmen-level course. Courses transferred to UTEP are not calculated in your GPA.

Student's signature _____ Date signed _____

Dean's signature _____ Date signed _____

Collection of Personal Information Notice

With few exceptions, you are entitled on request to be informed about the information The University of Texas at El Paso collects about you. Under § 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under § 559.004 of the Texas Government Code, you are entitled to have The University of Texas at El Paso correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in The University of Texas System Policy 139 (UTS139). The information that The University of Texas at El Paso collects will be retained and maintained as required by Texas records retention laws (§ 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.

	BEFORE	AFTER	Processed By:
R&R (REV. 3/14)	Term GPA: _____	Term GPA: _____	_____
	CUM GPA: _____	CUM GPA: _____	
	Aca. Stand: _____	Aca. Stand: _____	