MEMORANDUM

TO: All Students

RE: Repeated Courses

If you are repeating a course during this semester, please notify the Records Office. Students failing to report a repeat of any course will run the risk of being short credits at the time of graduation.

Student’s Name: ____________________________  Student #: __________________

Course being repeated: ____________________________

Semester course was first taken: ____________________________

Semester course is being repeated: ____________________________