

**Keene State College
RETAKE POLICY FORM**

Name: _____ Student ID #: _____ Phone #: _____

Address: _____ E-mail: _____

1. Statement of Policy

- Courses not designated as repeatable in the KSC catalog may be repeated once if a student has received a grade of "CD" or lower.
- A student taking advantage of the retake policy must register for the course, pay tuition and submit the completed Retake Form to the Registrar's Office. The Retake Forms are available online at <http://www.keene.edu/registrar/forms/retakeform.pdf>
- All grades received in the course will be recorded on the transcript, but only the second grade will be included in the calculation of the grade point average. When the second grade is the same, the second grade will be included in the calculation of the grade point average. Credit will be awarded once only.
- All grades received at Keene State College are recorded on the student's permanent transcript. If a course is retaken at another college or university, only the credit earned is recorded on the student's permanent record. Credit will be awarded once only. The original KSC grade in the course is removed from the grade point average. A Course Substitution form must be completed to apply a transfer course to the Retake option.
- The Retake Policy does not apply to graduate courses.

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2. Course(s) to Be Retaken

<u>Original Course Number and Title</u>	<u>Semester</u>	<u>Replaced by</u>	<u>Semester</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3. Signature

_____ Date: _____

E-MAIL OR DELIVER COMPLETED FORM TO THE REGISTRAR'S OFFICE