THE AMERICAN UNIVERSITY IN CAIRO
Office of the University Registrar
COURSE REPEAT FORM
Graduate Students

Student Name: __________________________ SID: __________
Major: __________________________

A. Course to be repeated within the policy: ________________
   Grade received on the first attempt: ______
   Semester at which it was first taken:  ○ Fall ___
                                          ○ Spring ___
                                          ○ Summer ___
   Semester at which it will be repeated:  ○ Fall ___
                                          ○ Spring ___
                                          ○ Summer ___

Student's Petition: (Please attach additional sheets if necessary).
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Student's Signature ____________ DATE_______________ Tel.No._______

Recommendation of Department Chair:
____________________________________________________________________
____________________________________________________________________

Date _________________ Signature____________

Recommendation of the School Dean:
____________________________________________________________________

Date _________________ Signature____________

PS. See policy on the next page.
COURSE REPEAT POLICY

Repeating courses within the Course Retake Policy:

"With the recommendation of the department and the approval of the school dean a graduate student may be allowed to repeat one course, regardless of the grade achieved, except if the grade is received for academic dishonesty. This privilege may be exercised only once. With the recommendation of the department and approval of the school dean, substitution is allowed for an elective or an infrequently offered course. Both the original grade and the new grade will appear in the transcript but only the new grade will be used in calculating the GPA."