



Repeating Courses

“Have you ever taken this course before?”

Use: This form allows you to tell University personnel if you are repeating/retaking courses. This information helps ensure the accuracy of your academic records. **Failure to report this information can impact athletic eligibility, financial aid and other issues related to your enrollment.**

Timing: Submit this form during scheduling for upcoming terms or during the first two weeks of the term in which you are repeating/retaking a course or courses.

Instructions: Indicate in the table below all courses that you have taken before.

Submission: When complete, submit this form to:

Office of Student Records, 1 University Drive, UPO 789, Campbellsville, KY 42718
Administration Building, Room 18

Name _____

ID _____

Course ID	Course Title	Credit Hours	Taken Where? Name of School	Taken When? (Year/Term)

Office Use Only

Date Stamp

NOTES