



ENROLLMENT MANAGEMENT  
ACADEMIC FORGIVENESS  
REPEAT FORM

2170 Raven Circle  
Okmulgee, OK 74447  
918.549.2847  
[registrar@cmn.edu](mailto:registrar@cmn.edu)

Student's Name:	Student's ID:
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**Repeat Policy**

Circumstances may justify a student being able to recover from academic problems in ways that do not forever jeopardize his/her academic standing. The student's academic transcript, however, should be a complete and accurate reflection of the facts of the student's academic life. Therefore, in situations that warrant academic forgiveness, the transcript will reflect all courses in which a student was enrolled and grades earned, with the academic forgiveness provisions reflected in how the retention and graduation grade point average is calculated. Specifically, for those students receiving academic forgiveness by repeating courses, the transcript will reflect the retention/graduation grade point average excluding forgiven course(s)/trimester (s).

I understand that:

- The policy applies only to courses in which the original grade is a "D" or "F."
- The policy applies only to the first four (4) courses or eighteen (18) term hours that I repeat(ed).
- Both the original grade and the second grade will remain on my permanent academic record; however, only the second-course grade is computed toward my GPA.
- The original "D" or "F" grade for a course designated as a repeated course will be excluded from calculating the retention grade point average reflected on my official transcript.
- If I repeat the same course more than once, only the original grade can be excluded from the retention grade point average calculation, and all other grades earned in that course will be included in that GPA.

Please review my academic record to determine if I have repeated courses at CMN or another institution that may apply under the State Regents' Repeat Policy.

Course Title	Course Number	Original Grade	Repeated Grade

By signing below, I confirm that I have read and understand the conditions regarding the repeat policy.

Student's Signature:	Date of Request:
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<b>Internal Use:</b>	<b>Signature:</b>	<b>Date:</b>
<input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Not Approved</b>		
<b>Comments:</b>		