Course Repeat Form

(Please Print)

Name _____   ID# _____

I am submitting a request to repeat the following course:

_____, _____
       Department & Course #   **Course Title**

This course was first taken during the _____ fall; _____ spring; _____ summer of 20_____.

My final grade was *_____;   The instructor was _____.

Course Repeat Policy

Grade of C or above: If for any reason a student repeats a course in which a grade higher than a C- has been received, only the first grade will be included in the calculation of the grade point average. The second grade will appear on the student's academic record, but the credit hours will be zero.

Grade of C- or below: When a course is repeated at Wesleyan, both the original grade and the grade in the repeated course will appear on the permanent record. The first grade will be ignored when computing the grade point average. The last grade will be used in computation. If a course is repeated more than one time, the last grade will be used in computation. Please refer to the academic catalog for specific information regarding both the C- to F repeat policy and transfer credit policy.

Course repeat at another institution: When a course is repeated at another institution, the course must be approved by the Registrar's Office prior to enrollment. Both the original grade and the grade in the repeated course will appear on the permanent record; both grades are calculated in to the cumulative GPA. Hours may only be earned one time for the same course.

This course **will be retaken** during the _____ fall; _____ spring; _____ summer of 20 _____.

Check one: _____ This course **has not been** repeated previously.

_____ This course **has been** repeated previously.

Please note:

Signature _____ Date_____

Email _____

ACTION OF THE REGISTRAR

This request is _____ approved; _____ not approved.

_____   _____
      Signature of Registrar   Date

***NOTE:** Nursing students may repeat a support course or a nursing course only once.