



# COURSE REPEAT REQUEST

Student's Name (Last, First, M.I.) _____		Student ID # _____	
<b>COURSE PREVIOUSLY TAKEN</b>			
Year _____ Term Taken _____	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	Course Subject & Catalog Number _____	Credits _____
Course Title _____			*Grade _____
<b>REPLACEMENT COURSE TAKEN</b>			
Year _____ Term Taken _____	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	Course Subject & Catalog Number _____	Credits _____
Course Title _____			
Signature of Student _____		Date _____	<b>Registrar's Use Only</b>  Verified By: _____
Signature of Academic Affairs (For exceptions only) _____		Date _____	

Form Effective Date 10/2015

## Policies

1. No sequence or prerequisite course may be repeated for credit after a higher numbered course in that sequence or a course requiring that prerequisite course has been passed with a C or higher grade.
2. If a grade of C- to F has been earned in a sequence course or prerequisite course, the course cannot be repeated for credit at the same time as a higher numbered course in that sequence or at the same time as a course for which it was a prerequisite.
3. Courses for which a C- to F has been earned cannot be repeated using the S/U grade option.
4. No course may be repeated at any other institution other than the University of Pittsburgh or its regional campuses and have that grade accepted as a replacement for the original grade earned at the University of Pittsburgh.
5. The grade earned by repeating a course replaces the grade originally earned. The originally earned grade will not be counted in the computation of the GPA; it does not increase the number of credits unless an F grade is replaced by a passing grade.
6. The original course and grade remain on the transcript and/or the academic record.
7. Except as noted in the course descriptions, a particular course may be taken for credit only once.
8. W, R, N, or NC grades reported for the repeated course will not be identified as a course repeat, thus the original grade earned will continue to be counted in the QPA or GPA. Incomplete (G) grades will not be identified as repeated courses until the course work is completed.
9. Students may not take any course more than three times.
10. The repeated course must be the same in which the original grade was earned. In extenuating circumstances, a department chairperson, with the dean's approval, may substitute another course of similar content.
11. Course repeat forms must be submitted to the Office of the Registrar to affect grade replacement.

**\*NOTE – If a student wishes to repeat a course in which they received a grade of C or better, the back of this form must be completed and submitted to the Registrar's Office. The form must be signed by the student's advisor.**

**Course Repeat Request Form – for Repeats of Grades C and Better**

Student Name \_\_\_\_\_

Student ID number \_\_\_\_\_

Advisor Name \_\_\_\_\_

I, \_\_\_\_\_ (Student Name) have met with my advisor to discuss my options for repeating the course \_\_\_\_\_ (Subject and Number), \_\_\_\_\_ (Course Name), which I took in \_\_\_\_\_ (Semester and year) and received a grade of \_\_\_\_\_. I am aware that I can only repeat a course if I have not taken a subsequent course in the sequence or a course in which this course is a prerequisite and received a grade of C or above. If a grade of C- to F has been earned in a sequence course or prerequisite course, the course cannot be repeated for credit at the same time as a higher numbered course in that sequence or at the same time as a course for which it was a prerequisite. I have received a grade of A- to C in the course specified and I have discussed my grades with my advisor and determined that retaking the course is my best option. I am aware that this document will be placed in my academic advising folder.

\_\_\_\_\_ This is my second attempt at this course.

\_\_\_\_\_ This is my third attempt at this course.

\_\_\_\_\_ GPA with existing course grade.

\_\_\_\_\_ GPA with existing course grade replaced with grade of A.

\_\_\_\_\_  
Student Signature and Date

\_\_\_\_\_  
Advisor Signature and Date