

REPEAT FORM FOR UNDERGRADUATES

Western Carolina University

Registrar's Office
(<http://registrar.wcu.edu>)

A separate form must be completed for each course that is to be replaced. Do not submit forms for lab courses that do not count as hours attempted.

Policy: A maximum of **15 credit hours** may be repeated in order to earn a better grade. When a student repeats a course, **only** the most recent grade will be used in calculation of the student's grade point average and counted in the hours toward graduation. However, all grades shall remain on the student's transcript.

Exceptions:

- 1) **The First Year Seminar may not be repeated.**
- 2) **Courses available for re-enrollment for additional credit are not counted as repeats unless the student declares a repeat or exceeds the number of times for which credit can be earned in the course.**
- 3) **Some academic programs may have policies that further regulate the number of repeats. Check with your advisor.**

The 15 credit hour limit of the repeat policy may be appealed in writing to the student's adviser, department head/program director, and Dean.

Notes:

When a student elects to use a course for repeat, the student must file the Repeat Form with the One-Stop. This form indicates which course is to be excluded from GPA computation under this policy. Once a decision is made, it is irrevocable.

Any course elected for repeat must be taken and repeated at Western Carolina University.

Pursuant to actions of the North Carolina General Assembly and policy adopted by the Board of Governors of the University of North Carolina, a twenty-five percent tuition surcharge applies to students who take more than 140 semester hours and more than eight regular semesters (i.e. fall and spring) to complete a baccalaureate degree. The semester hours used to calculate the total of 140 hours include repeated, failed, dropped (i.e., Ws) and transferred credit courses.

1) Student I.D.: _____ Student's Name: _____
Last First Middle

2) Course I.D.: _____
Course Prefix, Number & Section Title

3) Term course was taken (excluded from GPA computation): (one) Spring Summer Fall Year _____

4) Term course was repeated (included in GPA computation): (one) Spring Summer Fall Year _____

Student's Signature: _____ Date: _____

Advisor's Signature: _____ Date: _____

Please return the completed form to the One Stop Student Service Center, 132 Killian Annex for processing.