REPEAT COURSE FOR GRADE REPLACEMENT FOR UNDERGRADUATES

A separate form must be completed for each course that is to be repeated for grade replacement. This form indicates which course is to be excluded from GPA computation under this policy. ***Once a decision is made to repeat a course, it is irrevocable***. Do not submit a form for any lab course that did not count as hours attempted.

POLICY:

A maximum of sixteen (16) 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 the calculation of the student's GPA and counted in the hours toward program completion***. However, all grades will remain on the student's transcript.

EXCEPTIONS:

- The First Year Seminar may not be repeated.
- 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 for that course.
- Some academic programs may have policies that further regulate the number of repeats allowed. Check with your advisor.
- The sixteen (16) credit hours' limit may be appealed in writing to the student's advisor, department head / program director and Dean.

NOTES:

- Any course elected for repeat must have been taken and repeated at Western Carolina University. Grades earned elsewhere cannot be used to replace grades earned at Western Carolina University.
- Students may not repeat a course for which they have already earned credit without receiving permission from their advisor. An override is required to allow a student to register for a course that is to be repeated.
- Any repeated course results in a mandatory grade replacement. Regardless of the grade, the most recent grade received for the course will replace any prior grade earned.
- After the degree conferral, a grade may not be replaced or forgiven.

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Student ID Number **Last Name** **First Name** **MI**

Course Prefix **Course Number** **Course Title**

Term Requesting to Retake Course: Fall **Year:**

Term course was initially taken (will be excluded from GPA computation): Fall **Year:**

Student Signature: **Date:** / /

Primary Advisor Signature: **Date:** / /

Note: Upon completion, please submit form to the Office of the Registrar, 206 Killian Annex, for processing.

OFFICE USE ONLY	
Processed by:	**Date:**