

The original letter grade earned, and the grade earned upon repeating the course will both appear on the student's transcript. An "R" is placed beside the original course to indicate it has been repeated. A repeated course message will also appear on the transcript.

Student Information		
UNH ID#:	Email:	
Name (Last, First, MI):		
Major:	College:	Class:
Original Course Information		
Dept:	Course #:	Credits:
Course Title:		
Semester and Year Taken:		Grade:
Repeated Course Information		
Dept:	Course #:	Credits:
Course Title:		
Semester and Year Taken:		Grade (if known):
Signature		
I request under UNH Senate Rule 07.111(fs) to have my academic record changed for the repeated courses listed above. I understand the letter grade for the original course will remain on my record.		
Student Signature:		Date:

07.111(fs) Courses repeated. If a student repeats a course, the former credits and grade points shall be removed from his or her cumulative grade point average (the letter grade shall remain) and the repeated course information shall be added. Students may not use the pass/fail grading alternative to repeat a course. (See 07.112(fs).) A notation will be made on the student's record beside the grade received on the repeated course indicating that it is a repeat. Both the original course and the repeated course must be UNH courses. In general, students may not earn credit for two equivalent courses. If two equivalent courses are taken, the Registrar's Office will remove credit for one.

A course taken under the Pass/Fail option may not be used for replacement under this rule.

If the course numbers and/or titles do not match exactly, you must obtain written permission of the department chairperson and the endorsement of your college dean before the adjustment will be made.

Submit this form to the Office of the Registrar, before the end of the semester in which you are repeating the course(s).

Registrar Use Only	
Date Processed:	Initials: