

# REPEATED COURSE FORM

Any student repeating a course should notify the Registration Office so that his/her cumulative grade point average may be recalculated without the impact of the former grade. 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.

- NOTE:**
1. Students may not use the Pass/Fail grading option to repeat a course.
  2. If the course numbers and/or titles do not match exactly, written permission of the department must be obtained in order to use the "Repeated Course Rule."

## UNIVERSITY OF NEW HAMPSHIRE Request for Change of Records for Repeated Courses

**Date** \_\_\_\_\_  
*month/day/year*

**PLEASE PRINT**

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**STUDENT I.D. NUMBER**

Student Name \_\_\_\_\_  
Last First Middle Initial

Local Phone \_\_\_\_\_ Email \_\_\_\_\_ College \_\_\_\_\_ Major \_\_\_\_\_

	DEPT NAME	COURSE NUMBER	COURSE TITLE	CREDIT HOURS	GRADE, IF KNOWN	SEMESTER COURSE WAS TAKEN
Original Course						
Repeated Course						
Original Course						
Repeated Course						

I request under UNH Senate Rule 07.111(as) 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.

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 Registration Office, Stoke Hall, by the end of the semester in which you are repeating the course(s).

Rev 4/2009

Student Signature \_\_\_\_\_

Student Address \_\_\_\_\_

\_\_\_\_\_

<i>Office use only</i>
Record Changed _____
Date Changed _____