REQUEST FOR REPEAT OF COURSE

Course Repeat (does not apply to “repeatable courses”)
Students may repeat courses in which they have earned a grade below a C- (1.7). Courses with a grade of C- or better may not be repeated. The deans will not approve any exceptions. The student’s permanent transcript records each time a course is taken, including the grade. In computing the student’s GPA, the highest grade will be used. Courses repeated at other institutions and transferred to the Colleges are not included in the GPA nor are they treated as HWS course repeats. Repeated courses count only once toward the 32 courses required for graduation. Courses can only be repeated for a letter grade and not for CR/NC/DCR. The letter grade will be used when repeating a course with any instance of the course having earned a grade of NC or DCR.

Complete this form and submit it to the Office of the Registrar for processing.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Init.</th>
<th>Year Level</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Student Identification Number  Major

Indicate term grade was first received, course number and title below:

Original Term  Dept. and Course Number  Course Title

Indicate the term in which the above course will be repeated and course number and title if different from above:

Repeated Term  Dept. and Course Number  (repeat)  Course Title

Signature of Dept. Chair  Date

Signature of Student  Date

Copy Distribution:  Advisor, Dean, Registrar

Rev. 05-21-2019