



REPEAT COURSE FORM

Office of the Registrar ▪ 350-4500
OneStop Student Services, 011 Ramsey Library

- Students have the option to repeat and replace the grades in courses for which the grade earned was less than C (C-, D+, D, F or U). This grade replacement option is available for a maximum of twelve (12) hours of coursework. The new grade will be used in the calculation of the grade-point average. However, all course attempts and grades will appear on the student's transcript and the credit hours from all attempts will count in the student's attempted hours. The student's transcript will indicate when a course has been repeated for grade replacement purposes. Students who have graduated cannot file requests for retroactive grade replacements, and cannot replace the grades in courses taken prior to graduation.
- If students repeat more than twelve hours in which they earned a grade that is less than C, the original grade will not be replaced. The grades from all course attempts will be used in the calculation of the student's grade point average, and the total attempted hours will increase with each repeat. However, students will earn hours for only one of the successful attempts. The student's transcript will indicate when a course has been repeated.

Name: _____ UNCA ID# _____

Number & Title of Course to be repeated: _____

In which semester did you/will you repeat the course? _____

What is the course number and section, or CRN, of the course for which you are registering _____

Is this a request to replace the original grade (may replace the grade in a maximum of 12 hours) or a request to repeat the course with no grade replacement? Replace Repeat

Signature: _____ Date: _____

Official Use:

Is student eligible to replace the grade in this course (i.e. has not reached the maximum 12 hours allowed) Yes No

Term/s originally taken _____ _____ Term repeated for final grade _____

Grade/s originally received _____ _____ Final grade received _____

Date registered for repeat _____ Date repeat processed _____

Registered by _____ Repeat code used _____ Processed by _____

Comments: _____
