



REPEAT REQUEST POLICY/FORM

OFFICE of the REGISTRAR
Old Main Building, Room 102
(203)837-9200; (203)837-9049 Fax
www.wcsu.edu/registrar

Students are permitted to repeat most courses at Western, however, credit is granted only once toward graduation unless specifically noted in the course description (e.g., ENG 376). For up to the first seventeen (17) academic credits of repeated courses, the highest grade attained by the student will be substituted for the lower grade(s) for the purpose of calculating the student's grade point average (GPA). Although the lower grade received in the repeated course will not be calculated in the GPA, it will remain visible on the student's official University transcript. If a student repeats courses beyond the seventeen (17) academic credit limitation, the multiple grades attained for the repeated course(s) shall be used in the calculation of the student's GPA. This policy applies to undergraduate courses completed at WCSU only, and may be applied only if the course is repeated after Fall 2008.

Repeating any course taken in a previous semester may affect certain federal and state benefits, various financial aid programs, loans, scholarships, and social security benefits, in addition to athletic eligibility and veteran's benefits. Satisfactory Academic Progress (SAP) requirements must be met for continued financial aid eligibility. See the Office of Student Financial Services section of the catalog for the Satisfactory Academic Progress Policy.

Any course designated as X98 (Faculty Developed Study) or X99 (Student Independent Study) is excluded from this policy. Special Topics classes are also excluded. Students are encouraged to consult with their academic advisor before repeating a course. Education majors and post baccalaureate certification students should refer to the Education Department for information regarding the repeating of courses as this policy may affect eligibility for certification.

(Please print)

Last Name First Name MI Student ID Number

Address

City State Zip

I wish to repeat: Course to be repeated (ex: PSY 100) I first took this course: Course First taken: (Semester/Yr)

I plan to repeat the above course in the (circle one):

INTERSESSION SPRING SUMMER FALL 20__

The course CRN* (5-digit course number found on open/close) is: _____.

*This number is needed to provide you with permission to register for the course. You will be notified via your WCSU email when the permission is in place and you have been registered for the course.

Student Signature

Date

(rev. 5/15)