

**Office of the National Registrar  
Course Repeat Request**

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**Student Name:** \_\_\_\_\_

**Campus:** \_\_\_\_\_ **Academic Program:** \_\_\_\_\_

**Original Course Taken**

Department: \_\_\_\_\_ Course Number: \_\_\_\_\_ Semester: \_\_\_\_\_ Year: \_\_\_\_\_ Grade: \_\_\_\_\_

**Proposed Repeated Course**

Department: \_\_\_\_\_ Course Number: \_\_\_\_\_ Semester: \_\_\_\_\_ Year: \_\_\_\_\_

**Approvals:**

Faculty member teaching repeated course:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Student's Academic Program Director:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

1. Courses may be repeated with permission of the student's Program Director and in consultation with the faculty member.
2. Courses for which grades of "F" have been received may be repeated without limit. The student should discuss the matter with their Program Director before re-enrolling in the course. If the specific course is not available, an equivalent course may be taken for the repeat if approved by the student's academic program director in consultation with the faculty member who taught the original course.
3. Courses for which grades of "C-" or better have been earned may be repeated upon receiving approval from the student's Program Director. The approval process is initiated by the student using a form from the National Registrar's Office. A maximum of 3 passed classes per degree or certificate may be repeated.
4. Only the credits and grade for the repeated attempt count toward degree completion and the grade point average. All entries on the transcript, however, remain a part of the student's permanent academic record.

**Please return completed form to National Registrar's Office: [registrar@huc.edu](mailto:registrar@huc.edu)  
3/8/2016**