



Registrar's Office
Course Repeat Request
Email the completed form to registrar@huc.edu

- Courses for which grades of "F" have been received may be repeated without limit. Courses for which grades of "C-minus" or better have been earned may be repeated upon receiving approval from the program director. A maximum of three passed classes per degree or certificate may be repeated.
Only the credits and grade for the repeated attempt count toward degree completion and the grade-point average. All previous entries on the transcript, however, remain a part of the student's permanent academic record.
Courses may be repeated with permission of the student's program director and in consultation with the faculty instructor teaching the new course. Students should discuss the matter with their program director before re-registering for the course.
If the original course is not available, a substitute course may be taken for the repeat if approved by the program director in consultation with the faculty instructor who taught the original course and with an eye to degree requirements.

Printed

Student Name: _____

Academic Program: _____

Student Signature: _____ Date: _____

Original Course Taken:

Campus: _____ Semester: _____ Year: _____ Subject: _____ Course Number: _____ Grade: _____

Proposed Repeat:

Campus: _____ Semester: _____ Year: _____ Subject: _____ Course Number: _____

Approvals

Faculty instructor teaching the repeat:

Printed name: _____ Signed initials: _____ Date: _____

Student's program director:

Printed name: _____ Signed initials: _____ Date: _____

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