



REPEAT COURSE FORM - UNDERGRADUATE

(Submit to Registrar's Office or registrar@easternct.edu once completed)

Name: _____ Eastern ID #: _____
Last First M.I.

Provide the course information below for the term you plan to repeat the course(s):

Table with 4 columns: 5 Digit CRN, Subject/Course #/Section, Term Previously Taken, Grade Earned

PLEASE NOTE: The following courses require department chair approval to repeat: BIO 120; BIO 130/240; BIO 220/140; BIO 230; CHE 210; CHE 211

Please be sure you have reviewed and understand the following policy before submitting this form:

- If the student earned a C-, D+, D, F, CR*, or NC* in a course, the student can repeat the course for a letter grade, but CANNOT place it on credit/no credit.
• An undergraduate course in which a student earned a grade of C or higher CANNOT be repeated for a letter grade. It can only be audited.
• The following rules apply to each of the first three different courses repeated for the first time:
o If the first grade was a C-, D, D+, or F, then the higher of the two grades earned in the repeated course will be calculated in the grade point average. The credits will be earned only once.
o If the course was placed on Credit/No Credit when taken the first time, then the letter grade earned from the repeat will be calculated in the grade point average, and credits will be earned only once.
• All grades earned in subsequent course repeats, whether they pertain to courses repeated once already or courses repeated for the first time, will be calculated in the grade point average. However, no course may be counted more than once toward the credits needed for a degree.
• The transcript will show all grades earned, both those calculated in the grade point average and those not calculated.
• A course repeated after the degree has been awarded cannot be excluded. The original grade remains in the cumulative GPA and credit is earned only once.

By submitting/signing this form, you are agreeing that you understand the above University Policy

Signature: _____ Date: _____

*Required if not submitted via Eastern Email

Office Use Only:
Processed by: _____ Date: _____
Number of grades EXCLUDED on academic record: _____ Has this student graduated: _____