

***COURSE REPEAT***

**WESTFIELD STATE UNIVERSITY  
OFFICE OF THE REGISTRAR**

<b>STUDENT'S NAME</b>	<b>STUDENT I.D. /CLASS LEVEL FR SO JR SR</b>
<b>COURSE PREFIX/NUMBER</b>	<b>SEMESTER COURSE PREVIOUSLY TAKEN/GRADE</b>
<b>COURSE TITLE</b>	<b>SEMESTER COURSE WILL BE REPEATED</b>
<b>THIS IS THE (CIRCLE ONE)      1<sup>ST</sup>    2<sup>ND</sup>    3<sup>RD</sup>    4<sup>th</sup>    5<sup>th</sup>    TIME I HAVE USED THIS POLICY</b>	

Subject to the following conditions, students may repeat courses regardless of the original grade earned. Students who originally earned a passing grade in a course may repeat that course only once. Students who have failed a course may repeat the course until a successful grade has been earned. Regardless of the amount of times repeated to earn a passing grade this will only count as one invocation of the policy. In either case however, grades and records of both the original course and the repeated course will remain on the student's transcript and only the most recent grade, whether it is higher or lower than the original grade earned, will be computed in the student's GPA. Additionally if the student is repeating a course that originally received a passing grade, only the credits of the subsequent attempt(s) will be counted in the student's cumulative credits earned.

The full course repeat policy is available in the current edition of the Undergraduate Bulletin. Students are encouraged to read the full policy. Federal Financial Aid regulations will only allow repeated courses to count toward a student's full-time status if it the first repeat of a previously passed course or if the repeat is of a previously failed course.

*Course repeated prior to Fall 2001: the original and the repeated course grades will be factored into the student's cumulative grade point average.*

*Course repeated Fall 2001- Summer 2012: the most recent grade, whether it is higher or lower than the original grade earned, will be computed in the student's cumulative grade point average. A maximum of three courses may be repeats.*

*Course repeated Fall 2012 and beyond: the most recent grade, whether it is higher or lower than the original grade earned, will be computed in the student's cumulative grade point average. A maximum of five courses may be repeats.*

The course repeat policy used is the policy in affect at the time the course was repeated. If you repeated a course prior to fall 2012, please consult with the Registrar's Office to determine how the repeat will be handled.

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STUDENT'S SIGNATURE/DATE

I acknowledge that by signing and returning this form to the Office of the Registrar that I have read and understand the Course Repeat Policy stated above.

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REGISTRAR'S SIGNATURE/DATE