

REQUEST to REPEAT an UNDERGRADUATE COURSE

Please Print:

Name (last, first, middle): _____ Hamline ID: _____

Hamline Email: _____ Phone: _____

- According to Hamline University policy, only those courses in which grades below a C- were received may be repeated for credit/GPA purposes. Students are prevented from registering again in courses for which they received a C- grade or better. Courses exempted from this policy include topical courses, music lessons and ensembles, and theatre production.
- To request an exception to the repeat policy, please complete this form. If an exception is granted:
 - The original instance of the course will remain on your transcript and will be used toward your credit totals and GPA calculation.
 - You will not receive academic credit for the repeat.
 - The grade for the repeat will appear on your transcript, but will not be factored in to your GPA.
 - You will be registered for the repeat for zero academic credit, but the credit value of the course will be counted toward your status (full- or part-time) for tuition and Hamline grants and scholarships.
 - **IMPORTANT:** The credit value of the course will NOT count toward your enrollment status for State or Federal financial aid or external enrollment reporting.
- Return completed form to Student Administrative Services (East Hall 113) by the last day to add a class for the term.

Course you want to add:Term: Fall Winter Spring Summer Year: _____

Subject Code	Course Number	Course Ref. Number	Course Title

Reason you wish to repeat the course:

Student signature: _____

Date: _____