

Complete and return this form to:
University of Rochester - Simon Business School
Office of the Registrar
245 Gleason Hall
registrar@simon.rochester.edu
Phone: (585) 275-3533 / Fax: (585) 271-3907



REPEAT COURSE FORM

Repeating Courses - Simon School Policy:

- Students may be advised to repeat courses in an effort to improve their academic record. Other students may elect to repeat courses to better their understanding and recorded performance in a given course.
- A student who repeats a course should understand that repeating a course in which s/he earned a grade of "C" or better replaces the grade but does not increase the total number of credit hours earned; the course is only counted once. In addition, the second grade (not necessarily the better grade) is used in computing the grade point average.
- Both courses and their respective grades appear on the transcript but only the repeated course is calculated in the grade point average.
- Students may retake a course only once.

Student Name: _____ **UID#:** _____
Please print Last First MI

Student Signature: _____ **Date:** _____
month/day/year

Program: _____

Advisor's Signature: _____ **Date:** _____ **Print Name:** _____

Original quarter course was taken: Fall Winter Spring Summer Academic Year: _____

Original Course Number/Section/Title

Repeat course to be taken in: Fall Winter Spring Summer Academic Year: _____

Repeat Course Number/Section/Title

Registrar's Office Use Only

Revision: 11/2016

Date Received: _____ Date Processed: _____ By: _____ No hold: _____

Check Type – Repeated Course: _____ Original/Repeat attributes added: _____ Email to Bursar/Fin'l Aid re: no scholarship: _____