A student may enroll for a course a second time and have it counted as part of the semester’s load. If a course is repeated, the last grade recorded will be considered in calculating the GPA and in certifying the student’s eligibility for graduation.

The responsibility for initiating the official recording of a grade duplication lies entirely with the student. In the absence of such a request, the Office of the Registrar will include a repeated course in the student’s cumulative record of hours attempted and grade points earned.

Graduate courses may only be repeated one time.

**Application.**
Applies to all students enrolled in the Graduate School of Biomedical Sciences.

**Definitions.**
None.

**Procedures and Responsibilities.**

1. Initiate request to post duplication by e-mailing the Office of the Registrar.
   
   **Responsible Party:** Student.

2. Post duplication on transcript.
   
   **Responsible Party:** Registrar.

**References and Cross-references.**

Approved: September 1993
Effective: September 1993
Revised: