UNDERGRADUATE REPEAT COURSE OVERRIDE REQUEST*

When a student elects to repeat a previously passed course, or enroll in a course with catalog restrictions per the course repetition policy (mutually exclusive) the student must complete this form. Departmental approval is not required to repeat a previously passed course.

Student’s Name __________________________________________ CWID ____________________________
(Please Print)

Student’s College-Issued Email Account _______________________________________________________

Course Override for: CRN _______ Subject _______ Course # _______ Section _______ Term __________
(Must provide exact subject acronym and course number; ex., BIOL 111, BIOL 111L)

This form must be signed and submitted before a permit override assignment can be made which allows you to register for the course. You will use this form to:

- Repeat a previously passed course
- Enroll in a course with catalog restrictions (ex., may not receive credit for BIOL 101 and BIOL 111)
- Repeat a course for which you have AP or transfer credit

NOTE: While an override is not required to register for the following courses, you need to be aware that you will not be awarded credit when you:

- Take more than 8 credits of the PEAC/PEHD/THTR 100-level activity courses
- Take more than 8 credits of the music ensemble or applied music (MUSP) courses

Course Repetition Policy

It is the policy of the College of Charleston that students may repeat up to 12 hours of passed coursework excluding:

- Prerequisite courses for passed courses (Repeat Exclude)
- Courses which have catalog restrictions due to duplication of subject material (Repeat Exclude)

There are two types of transcript coding for repeated courses:

- Repeat Include – Grade will be calculated into total GPA (not averaged with prior grade), but student will not receive earned hours for this course. Courses are graded RA-RF.
- Repeat Exclude - Grade will not be calculated into GPA nor will earned hours, quality hours, or quality points be awarded. Courses are graded XA-XF.

A passed course may be repeated only once for a grade. A course withdrawal (“W”) is not a grade. A subsequent registration will result in a drop. Repetition of passed courses will not increase earned hours, but students will receive quality hours and quality points in order to calculate the grade of the repeated course into the overall GPA. All grades earned will be taken into consideration when the GPA is calculated and all grades earned appear on the student’s transcript. Repeated course grade points will not be used to calculate honors at graduation. Scholarship students (academic and athletic), financial aid students, and veterans may repeat courses under this policy; however, they should check with the Departments of Financial Aid or Athletics to see how this will affect their eligibility.

General Repeat Rules (see Course Repetition Policy in the Undergraduate Catalog (catalog.cofc.edu) for more detail):

- Upper-Level Coursework: A student in some cases may not take lower-level coursework for credit after completing similar upper-level coursework. Check individual course descriptions or departments for restrictions.
- Cross-Listed Courses: A student may not take cross-listed courses and receive credit for both courses.
- Special Topics Courses: A student in some cases may have limitations on the credits repeatable in specific special topics courses. See individual department listings and course descriptions for further information.
- Honors and Regular Courses: A student may not receive credit for both an Honors course and the regular course equivalent.
- Please consult your personal degree audit, the specific course descriptions in the catalog, and your advisor for additional information.

I acknowledge I have read and understand the policy, including how credits and GPA calculations will be handled. I understand that the repeat calculations will not occur on my transcript or degree audit until after final grades have been posted.

Student’s Signature __________________________________________ Date __________________________

Please bring or email (registrar@cofc.edu) this form to the Registrar’s Office (Lightsey Center, Suite 281) *This form will be processed by the Registrar’s Office pending course availability.

(05-10-2016)