

RUTGERS SCHOOL OF ENVIRONMENTAL & BIOLOGICAL SCIENCES

REPEATED COURSE FORM

When a course is repeated in which the student previously earned a grade of “F” both the original grade of “F” and the new grade remain on the transcript and in the cumulative grade-point average. However for up to 16 credits in no more than **four courses**, the grade of “F” will be removed from the cumulative grade-point average if the student repeats a failed course and earns a higher grade. The original grade of “F” will remain on the transcript with an E prefix attached: the repeated grade will have an R prefix. **This policy may be applied anytime during the undergraduate years, but only once for a given course. The course must be repeated at Rutgers University.** If the student fails the course a second time, only the second “F” will enter the cumulative grade point average. This policy may not be applied to any punitive grade of “F” given for reasons such as academic dishonesty. Use of this policy to remove a grade of “F” from the cumulative grade-point average does not qualify a student for retroactive nomination to the Dean’s List nor does it rescind unsatisfactory scholastic standing status.

If a student earns a grade of “D” and repeats the course, credits and grades are computed in the cumulative grade-point average for both courses, but credit is subtracted from the degree-credit total for the repeated course; the repeated grade is denoted by the addition of a K prefix. If the student receives a grade of “D” when taking a course for a second time and chooses to repeat the course yet again, all three grades are computed into cumulative grade-point average, but the student receives degree credit **only once.** **Grades of “C” and above:** If a student earns a grade of “C” or better and chooses to repeat the course, it must be repeated for E credit. The E prefix indicates no credit earned toward the degree and no grade computed in the cumulative grade-point average.

Print Last Name	First Name	Student ID	#	School	Class	Curr #
-----------------	------------	------------	---	--------	-------	--------

1. Course _____ School _____ Subject # _____ Course # _____

<u>Course Initially Taken</u>	<u>Grade</u>	<u>First Repeat</u>	<u>Second Repeat</u>
Fall 20____	_____	Fall 20____	Fall 20____
Spring 20____	_____	Spring 20____	Spring 20____
Summer 20____	_____	Summer 20____	Summer 20____

2. Course _____ School _____ Subject # _____ Course # _____

<u>Course Initially Taken</u>	<u>Grade</u>	<u>First Repeat</u>	<u>Second Repeat</u>
Fall 20____	_____	Fall 20____	Fall 20____
Spring 20____	_____	Spring 20____	Spring 20____
Summer 20____	_____	Summer 20____	Summer 20____

Please complete this form and return it to the Office of Academic Programs and Research, Room 205, Martin Hall

Sign

Date