

University of Miami

Office of the Registrar

STUDENT

Repeatable Course Request Form

The Student Repeatable Course Form is a **one-time exception** in order to repeat a previously completed course. A student may repeat a course, but the repetition will not eliminate the previous grade from the record. (See the "[Repeat Rules](#)" section of the Bulletin.)

Start Date	End Date	Student Name
Subject Area <small>(ex: ENG)</small>	Catalog No. <small>(ex: 105)</small>	EMPL ID #

Repeating Course for Credit? Yes No # of Times Student Has Taken Course:

Allow Multiple Enrollment In Same Term? Yes No

Reason for Repeat:

- Freshman Repeat (***For the Freshman Repeat- you must also submit the Adjustment of PRC form to the Records Dept at the end of the semester in the Registrar Office**)
- Needs course for major or graduation
- Could not take course in the same semester (Summer Sessions)
- Other (must specify): _____

(102 character limit)

Department Chair: _____ **Date:** _____

(Signature Required)*

Academic Dean: _____ **Date:** _____

(Signature Required)*

***Please Note:** The Academic Dean's signature is required for non-departmentalized schools, while both the Dept. Chair and the Academic Dean's signatures are required for departmentalized schools/colleges.

This form will not be processed without the required signature(s). Form must be attached with a signed Drop/Add form. For questions, please email scheduling.rg@miami.edu.