Washington University in St. Louis

UNIVERSITY COLLEGE IN ARTS & SCIENCES

University College Course Retake Form

Name _____ Student ID # _____

Address _____

Telephone _____

E-Mail _____

RETAKE POLICY

You may repeat a course in which you have received a D or F grade (including 100-200 level courses with University College authorization), in which case only the most recent grade will be included in calculating your grade point average. Departmental permission is required. All enrollments will appear on your transcript, but the symbol "R" will replace the earlier grade for a repeated course if the grade in the second enrollment is equal to or higher than the grade in the first enrollment. Course credit is allowed for only one enrollment in a given course.

COURSE INFORMATION

I wish to retake the following course:

Dept. Number	Dept. Name	Course Number	Semester First Taken	Semester of Retake

_____ _____ _____

Student Signature | Advisor Approval | Date

_____ _____

UC Dean Approval | Date

Original: Student File
Copy: Student
Copy: University College Registrar