

# University of Miami

## Office of the Registrar

### STUDENT

#### Repeatable Course Request Form

The Undergraduate 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.)

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

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

  

Allow Multiple Enrollment In Same Term?      Yes    No

  

**Reason for Repeat:**

- Undergraduate Repeat    **\*\* Only students admitted for the Fall 2016/2168 term or after \*\***
- 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](mailto:scheduling.rg@miami.edu).**