



SMITH COLLEGE®

Office of the Registrar, College Hall 102

Authorization to Repeat Course

Please read the following policies before signing and submitting this form:

- A student may repeat for credit a course previously taken at Smith in which a grade of C or lower was received. The higher grade will be used to compute the term and cumulative GPAs, and the lower grade will be excluded from the term and cumulative GPAs.
- **A student may not repeat a course in which a grade of C+ or higher was received.**
- A maximum of two courses may be repeated during the student's period of enrollment.
- A course originally taken at Smith may be repeated only at Smith, not at another institution (including the Five College Interchange).
- A course originally taken as graded may not be repeated with the S/U grading option.
- Discontinued or infrequently offered courses may not be repeated by substituting a similar or comparable course currently in the curriculum. A course originally taken as a regular course may not be repeated as a special studies course.
- A student repeating a course previously taken and passed with credit (grade of D- or higher) will receive no additional (duplicate) course credit toward graduation; the term and cumulative GPAs will be updated, however.
- A student who completes a course that is a repeat of (or equivalent to) a course transferred from another institution, or for which credit has already been given as the result of an Advanced Placement or other examination, will not receive duplicate credit. The transfer or Advanced Placement course credit will be removed from their academic record and the course will be noted on the transcript as a repeated course.
- **All grades earned in courses, including any repeated courses, will appear and remain on the student's transcript. Only the highest grade of a repeated course will be calculated into the term and cumulative GPAs, however.** Should a student earn the same grade on a second or subsequent attempt, only the first grade earned will be reflected in the student's term and cumulative GPAs.
- Final course grades of E received as a result of an Honor Board decision will always be retained in the calculation of the cumulative GPA, regardless of subsequent course repetitions. When a course is repeated after a grade of E has been assigned through Honor Board action, both the original grade of E and the subsequent grade will be calculated into the cumulative GPA.
- Topics and other courses that are noted as repeatable for credit in the course description or department/program catalog section are not subject to this policy, unless the student receives permission to repeat the same topic and meets all criteria above.
- **Students receiving financial aid should review the complete repeat information on the Registrar's Office website.**
- A student must declare at the time of registration that a course is being repeated and receive permissions (below). This complete form must be submitted to the Office of the Registrar before the end of the add/drop period.

Student Name (print): _____

ID: _____

Class Year: _____

Registration term: ☐ Fall ☐ Spring ☐ Interterm

Academic Year: _____

Subject & Course No: _____ Sect: _____ Title: _____

Lab/Discussion (if applicable) Sect: _____

*Only if first attempt was S/U – I would like to take this section graded: Yes _____ No (keep S/U) _____

I have read and understand the above information regarding Smith College's course repeat policy

Student wet signature: _____ Date: _____

Instructor wet signature (new course)*: _____ Date: _____

* Indicates you are permitting the repeat **and** admitting the student to this course.

Faculty adviser wet signature: _____ Date: _____

Registrar's Office Use Registration date: _____ Initials: _____

Original term taken: _____ Grade Received: _____