

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 repeated course must be repeated in the same grading mode (i.e., conventional letter grade or S/U) as the original course.
* 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.

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Student Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class Year:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Registration term: [ ]  Fall [ ]  Spring [ ]  Interterm Academic Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject & Course No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sect:\_\_\_\_\_\_\_\_ Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lab/Discussion (if applicable) Sect:\_\_\_\_\_\_\_\_\_\_\_\_

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

Student signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor signature (new course)\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Faculty adviser signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Registrar’s Office Use** Registration date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Initials:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Original term taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade Received:\_\_\_\_\_\_\_\_\_\_\_\_\_