

UNDERGRADUATE REPEAT COURSE OVERRIDE REQUEST*

When a student elects to repeat a previously passed course, or enroll in a course with catalog restrictions per the course repetition policy (mutually exclusive) the student must complete this form. Departmental approval is not required to repeat a previously passed course. By signing this form, the student acknowledges they have read and understand the policy, including how credits and GPA calculations will be handled. The student also understands that the repeat calculations will not occur on their transcript or degree audit until *after* final grades have been posted.

Student's Name _____ CWID _____
(Please Print)

Course Override for: CRN _____ Subject _____ Course # _____ Section _____ Term _____
(Must provide exact subject acronym and course number; ex., BIOL 111, BIOL 111L)

This form must be signed and submitted before a permit override assignment can be made which allows you to register for the course. You will use this form to:

- Repeat a previously passed course
- Enroll in a course with catalog restrictions (ex., may not receive credit for BIOL 101 and BIOL 111)
- Repeat a course for which you have AP or transfer credit

NOTE: While an override is not required to register for the following courses, you need to be aware that you will not be awarded credit when you:

- Take more than 8 credits of the PEAC/PEHD/THTR 100 level activity courses
- Take more than 8 credits of the music ensemble or applied music (MUSP) courses

Course Repetition Policy

It is the policy of the College of Charleston that students may repeat up to 12 hours of passed coursework excluding:

- Prerequisite courses for passed courses (Repeat Exclude)
- Courses which have catalog restrictions due to duplication of subject material (Repeat Exclude)

There are two types of transcript coding for repeated courses:

- Repeat Include – No additional earned hours are awarded, however ALL grades earned will be taken into consideration when performing GPA calculations. Previously earned grades are NOT replaced with new grades.
- Repeat Exclude - Grade will not be calculated into GPA nor will earned hours, quality hours, or quality points be awarded.

A passed course may be repeated only once, regardless of the outcome. Repetition of passed courses will not increase earned hours, but students will receive quality hours and quality points in order to calculate the grade of the repeated course into the overall GPA. Repeated course grade points will not be used to calculate honors at graduation.

Students who are given transfer or placement credit must be careful if planning to register for a course that is considered a repeat or duplicate of the awarded coursework (taking the same course twice results in only one granting of credit, not two). General Repeat Rules (see Course Repetition Policy in the Undergraduate Catalog for more detail):

- Prerequisite Rule: A student may not take a course that is a prerequisite for a course that he/she has already passed and received credit.
- Upper-Level Coursework: A student in some cases may not take lower-level coursework for credit after completing similar upper-level coursework. Check individual course descriptions or departments for restrictions.
- Cross-Listed Courses: A student may not take cross-listed courses and receive credit for both courses.
- Special Topics Courses: A student in some cases may have limitations on the credits repeatable in specific special topics courses. See individual department listings and course descriptions for further information.
- Honors and Regular Courses: A student may not receive credit for both an Honors course and the regular course equivalent.

Please consult the specific course descriptions in the catalog and your academic advisor for additional information.

I acknowledge I have read and understand the policy, including how credits and GPA calculations will be handled. I understand that the repeat calculations will not occur on my transcript or degree audit until *after* final grades have been posted.

Student's Signature _____ Date _____

Please bring this form to the Registrar's Office or fax to 843.953.6389.

***To be processed upon receipt by the Registrar's Office**