Office of the Registrar
150 Student Services Center
400 East Second Street
Bloomsburg, PA 17815

COURSE REPEAT NOTIFICATION
(Undergraduate)

Instructions: A maximum of six course repeats is permitted. The initial grade and all subsequent grades for a repeated course remain on the transcript and are part of the student's permanent record. The most recent grade (regardless of whether it is higher or lower) will be the grade used for QPA calculation. An individual course may be repeated multiple times. However, **each** repeat of the same course counts as one of the six permitted repeats and an individual course may not be repeated more than 3 times. A course taken at Bloomsburg University and repeated at another institution of higher education is included in the permitted maximum number of repeats. In this case, the most recent grade will be recorded as transfer credit according to PRP3343 Evaluation of Undergraduate Transfer Credits.

|___|___|___|___|___|___|___| Print Name: _____
Student ID Number Last First

Indicate the information regarding the course originally taken:

□ Fall Semester 20___ □ Spring Semester 20___ □ Summer Semester 20___

|___|___|-|___|___|___|-|___|___| Course Title: _____
Course & Section No.

Indicate the information regarding the course repeat:

□ Fall Semester 20___ □ Spring Semester 20___ □ Summer Semester 20___

|___|___|-|___|___|___|-|___|___| Course Title: _____
Course & Section No.

When the course repeat is entered, only the credits earned and quality points for the most recent enrollment of the course will calculate into the cumulative credits earned and cumulative quality points even though the grade will appear on the academic record. On the academic record, the notation "CR" (Course Repeat) appears between the credits and the grade. An asterisk (*) appears for earlier enrollments of repeated courses. When a course is repeated at another college or university and is transferred to Bloomsburg University, only the credits transfer, not the grade.

This form is required only if:

A. the course number has changed from the time the student first took the course being repeated.

B. or the student is repeating the course at another college or university and is transferring the course to Bloomsburg University for credit.

If the student is repeating the course at Bloomsburg University and the course number has remained the same, it is not necessary to complete this form.