

Repeating Courses

(From the Bulletin)

V. Grades and Credits

[G] Repeating Courses Only courses in which a grade of C-, D+, D, D-, F, or NP has been received may be repeated at the University of Portland for academic credit. A course may be repeated only once and only the latest grade is included in the computation of the G.P.A. and the total number of credit hours required for graduation. Both courses and grades will remain on the permanent academic record, with the original course denoted by the symbol E.

While courses repeated at the University of Portland may change one's grade point average, equivalent courses taken at another institution, even when fulfilling University requirements, cannot be used to replace any course or grade entered on the permanent academic record, or to change one's University of Portland G.P.A.

Repeating Courses Office Procedure

In order for credit to be granted, the Petition to Repeat form must be turned in to the Office of the Registrar by the student during the registration period of the term in which the course is being repeated. The form requires the student's signature and the signature of the dean of the college or school in which the student is enrolled.

The repeat forms are processed manually at the end of the semester from the forms that are turned in. The repeat will be noted on the student's transcript that is sent to the college/school at the end of the semester.

We will not accept forms signed by department chairs instead of the dean. Check your authorized signature sheets if you are in doubt.

Petition to Repeat forms are filed in the gray box by the registration and drop/add forms. We want the white copy only. The college/school should keep the yellow copy and the student should keep the pink copy. If we receive the yellow/pink copies send them back to the college/school.

Give the form to the Registrar for immediate processing if the Petition to Repeat form is for a semester that is already past. Send the student's college/school a new copy of the unofficial transcript after the form is processed for a past semester.

Scan the Petition to Repeat forms and index for the student's files after the forms are processed.

Repeat Coding for Registration

Courses are coded in Banner to prevent registration for a course that a student has already taken. There are certain courses that students are allowed to take more than once and they are coded to allow for registration without a repeat error message. There is a list of these courses on our web site and how many times the course may be repeated such as, MUS 286 – 3 times (for a total of 4 times when you include the first time the student takes the course and then is allowed to repeat 3 times.)

You can override the repeat error message if the student withdrew from the course in a previous semester and is trying to register for the course a second time.

The signature of the student's dean is required if the student has already taken a course for academic credit and received a grade but wants to take the course a second time and not receive academic credit. The repeat form is not required but the dean must sign next to the course on the registration or drop/add form.