

## Request to Amend the Application of the Repeat Policy for Undergraduate Students

A student may repeat a course to replace a failing grade, a resignation, or to seek to improve the student's record when the student's first enrollment resulted in a passing grade. When a course is repeated, the grade and credits of the first enrollment no longer count towards general degree requirements and are excluded from the student's credits attempted, credits completed, and UB grade point average (GPA), even if the repetition grade is lower than the initial grade, but not if the grade for the repetition enrollment is 'I', blank, 'N', 'R' or 'W'. When a course repetition results in a passing grade, i.e., a grade of 'D' or higher, the grade and credits of this repetition count towards general degree requirements and are included in the student's credits attempted, credits completed, and GPA. Whenever a course repetition results in a grade of 'F', the course may be repeated again, subject to the permission of the department and advisement requirement specified in this policy. The credits and grade for each and every failed course repetition are included in the student's credits attempted and GPA. Failed repetitions negatively affect the student's GPA; multiple failed repetitions may result in academic probation or dismissal. This policy does not apply to those courses in which the content varies from semester to semester (known as 'repeatable courses'.)

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*If a student believes that the Repeat Policy was inappropriately applied to his or her record, or that the Repeat Policy should have been applied but was not, this form should be used to amend the application of the Repeat Policy.*

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### Student Information:

Last Name	First Name	UB Person Number
UB Email	Plan (Major)	

### Course Information:

Course Number	Course Title
Semester(s) in which course was taken	

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### Action Requested (check one of the following options) and Rationale:

Application of the repeat policy to a course in which the content did not vary so that the grade and credits for the second taking of this course count in the GPA and total credits (and the grade and credits from the first taking do not count.)

Removal of the application of the repeat policy from a course in which the content did vary so that the credits and grades for all takings of this course count in the GPA and total credits

Did the content of this vary between the semesters it was taken?	Yes	No
Please describe the course content during all semesters - taken (attach syllabi if necessary) -		

### Required Signatures for Submission (print and sign):

Student	Date:
Department Chair	Date:
Dean (or designee)	Date:

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Return this form to the Office of the Registrar Grading Department via: -  
Email: HUB-GRADING-LIST@listserv.buffalo.edu or Campus Mail: 232 Campus Hall -  
*Please note that forms returned via email will be reviewed and processed more quickly.*

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### For Office Use Only

Registrar's Office Action	Completed by	Date
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