NDSU

NORTH DAKOTA STATE UNIVERSITY

Exception for Course Repeats

Submit form to: Office of Registration & Records, Ceres 110, NDSU Dept. 5210, P.O. Box 6050, Fargo, ND 58108-6050, Fax 701-231-8959
or Bison Connection, 176 Memorial Union, NDSU Dept. 5290, P.O. Box 6050, Fargo, ND 58108-6050, Fax 701-231-8297

NDSU Repeat Policies:

- If students wish to take advantage of the repeated course opportunity to improve a grade, then that course must be repeated at NDSU, with one exception only. NDSU students may register for a Tri-College course to repeat a course previously taken at NDSU.
- If a course is completed at NDSU and an attempt is made to repeat the equivalent course elsewhere, the credit is considered duplicate and is not eligible for transfer (Tri-College courses excluded).
- Courses taken for regular A-F grades may not be repeated for pass-fail grades.
- Some programs have limits on the number of repeat attempts.

Student ID# _____ **Student Name** _____

Check the applicable option and provide the necessary information:

◯ **Improve Grade in a Course Repeatable for Credit:** The following course is marked in the Course Catalog as "may be repeated" for credit. However, in an attempt to improve my grade in the course, only the credits and honor points for the most recent semester should be included in my cumulative totals.

Course: _____ (prefix/catalog #) Initial Term _____ (semester/year) Repeat Term _____ (semester/year)

◯ **Repeat Course After a Degree is posted:** The course-repeat option to improve one's academic record is available to students who have not graduated. Courses repeated after graduation may be taken and will be reflected on the academic record, but the most recent grade and credits will not be calculated into cumulative totals.

Course: _____ (prefix/catalog #) Initial Term _____ (semester/year) Repeat Term _____ (semester/year)

◯ **Repeat of Course with Duplicate Content:** While not identical, the following courses are considered by the department to be duplicates in subject matter and course content. Only the grade and credits of the most recent course completed will be included in my cumulative totals. ***Note:*** *While a course might be considered duplicate in content by the offering department, students should contact their program advisor or department chair for authorization to substitute the duplicate course if it is required for their major.*

Original Course: _____ (prefix/catalog #) Term _____ (semester/year)

Duplicate Course: _____ (prefix/catalog #) Term _____ (semester/year)

Department Chair/Head or
Program Coordinator Signature: _____ Date _____

Department Stamp:

Student Signature: _____ **Date** _____