

Otterbein College

Repeated Course Information

1. The repeated course must be **exactly the same course** that was originally taken. When in doubt, obtain written clarification from the Registrar's Office. No other College personnel are authorized to make the clarification.
2. Students must inform the Registrar's Office in writing when a course is being repeated and must do so at the time of registration.
3. Courses must be repeated at Otterbein unless written permission to take the course at another institution is obtained from the Registrar's Office. When the repeat is finished, the Registrar's Office must be notified so that the repeat can be recorded. The credit hours must be the same in order to replace the grade in its entirety.
4. All attempts will appear on the transcript record, however only the most recent grade and hours will be counted in determining the GPA **even if the most recent grade is lower than the previous one.**
5. Courses repeated after graduation will not change the graduation GPA.

Repeated Course Notification

Name: _____

SS# _____

I am repeating
course number _____

Title _____

My 1st attempt was _____ Qtr _____ Year

I am repeating it _____ Qtr _____ Year

Submit this form to the Registrar's Office – Towers Room 27.