

University of Hawai`i at Hilo
Repeat Course Notification Form

Undergraduate students may retake a course with the intention of earning a higher grade. Please be aware of the most current Repeat Policy before retaking a course:

- The GPA is computed using **the most recent grade received**.
- If a "W" grade is the "repeat" grade, then the previous grade will be used to compute the GPA.
- If an "F" grade is the "repeat" grade, and the previous grade was passing "D" or higher, then the student will retroactively lose the credits that were previously earned.
- Grades from both initial and repeat attempts remain part of the student's permanent academic record.
- Students may not enroll in a course and receive a grade (including "W") more than three (3) times, except in those courses that are identified as repeatable. This includes those courses which are "cross-listed".
- Students can not replace a graded course with CR/NC.
- Only courses taken originally as CR/NC can be repeated with CR/NC grading option.
- A course for which a student has already received credit may not be taken through Credit-By-Exam.
- Courses initially taken at UH Hilo must be repeated at UH Hilo in order for the repeat grade to be calculated in the GPA.
- Grades from other institutions will not be used to calculate the GPA.

Name: _____
(Print) (Last) (First) (M.I.)

Student ID _____

Email: _____@hawaii.edu

Phone #: _____

Signature: _____

Date: _____

Current Semester (*Check one*): Fall Spring Summer Year: _____

Current Course

Previous Course (*List separately each time course was previously taken*)

Credits	Course Alpha/No	CRN
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Credits	Course	Grade	Sem/Year
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____