

School Procedures of the University of North Texas Health Science Center	Chapter 15 – School Procedures Student Affairs, Education and Funding
15.222 SBS - Course Duplications	

A student may enroll for a course a second time and have it counted as part of the semester’s load. If a course is repeated, the last recorded grade will be considered in calculating the GPA and certifying the student’s eligibility for graduation.

The responsibility for initiating the official recording of a grade duplication lies entirely with the student. In the absence of such a request, the Office of the Registrar will include a repeated course in the student’s cumulative record of hours attempted and grade points earned.

Courses may only be repeated one time.

Application.

Applies to all students enrolled in the School of Biomedical Sciences.

Definitions.

None.

Procedures and Responsibilities.

1. Initiate request to post duplication by e-mailing the Office of the Registrar.
Responsible Party: Student.

2. Post duplication on the transcript.
Responsible Party: Registrar.

References and Cross-references.

Approved: September 1993

Effective: September 1993

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