

# Repeated Courses

A student may repeat any course taken previously at Leighton University as long as it is still offered. A student who repeats a course must register for the course and pay tuition. Hours earned in repeated courses count toward graduation requirements only once. The higher grade received is used to compute the course grade point average. **The grade AU, I, W, and TR do not qualify to remove previous grades.** All but the last class is identified as a repeated course on your academic record.

The Office of the Registrar runs an end-of-term process after grades have been reported for the Term to post repeats for undergraduate students. Check your unofficial transcript or degree audit report to confirm the prior grade(s) removal from calculating into the grade point average. If the grade point average (GPA) has not been recalculated, you may report repeated courses to the Office of the Registrar.

- Online: Complete a Repeated Class Notification Form and forward it to Registrar@leighton-edu.us.
- In-person: Visit the Office of the Registrar.

Cross-listed courses are subject to the repeated course policy and will reflect appropriately on your academic record. The Office of the Registrar has the right to adjust a student's academic record whenever a repeated course has not been recorded. This process does not apply to classes that may have previously been taken more than once for credit.