

# 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 grades AUD, I, W, and TR, do not qualify for the removal of 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 the grade point average. If the grade point average 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](mailto:Registrar@leighton-edu.us).
- In-Person: Visit the Registrar's Office

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