



Registration and Records  
 PO Box 967  
 Roseburg, Oregon 97470  
 541.440.4604 | Fax 541.440.7713  
 Registration@umpqua.edu

# Course Repeat Form

**UCC permits you to repeat a course, taken at UCC, ONLY one time to improve the grade previously earned. Submit completed Course Repeat Form to the Registration and Records Office upon completing a course repeated at UCC.**

Last Name	First Name	Middle Initial	Student ID Number
Mailing Address		City	State Zip
Phone	Cell Phone		

**Section 1 – REPEAT COURSE**

Original Course				
Course Number	Course Title	Credits	Term / Year Taken	Grade Issued
<i>SP 111 (Ex.)</i>	<i>Speech</i>	<i>4</i>	<i>Fall 2004</i>	<i>D</i>

Repeated Course				
Course Number	Course Title	Credits	Term / Year Repeated	Repeated Grade
<i>SP 111 (Ex.)</i>	<i>Speech</i>	<i>4</i>	<i>Fall 2016</i>	<i>A</i>

A corrected copy of your transcript will be mailed to you with an "E" (excluded) entered beside the lower grade and an "I" (included) beside the higher grade. Credits and points of the repeated grade(s) will be deducted from accumulative figures.

**Student Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Signifies Approval & Authorization.

Office USE ONLY  
 Initials \_\_\_\_\_ Date \_\_\_\_\_