



WESTERN MICHIGAN UNIVERSITY

Office of the Registrar
1903 W. Michigan Avenue
Kalamazoo, MI 49008-5256
(269) 387-4300

Study Abroad Repeat Course Permission

Any course in which a student may have been enrolled more than once is considered a repeated course. A grade must be presented for each course, and any course first elected for a letter grade must be elected for a letter grade when repeated. If a student wishes to repeat a course taught by an overseas institution during WMU sponsored study abroad, the WMU equivalent course may be repeated for credit pre-approved by the department.

Please note:

- A course description must accompany this form.
- A repeated course is not removed from the student's record; only the most recent grade is used to compute the grade point average.
- Credits earned in the previous course will be removed and cannot be used to fulfill degree requirements.
- **Please submit this completed form and course description to the Registrar's Office prior to starting the repeated course.**

Student Name: _____ WIN: _____

Previous Course Information:

Institution			
Term		Year	
Previous Course			
Title			
Credit Hours		Grade	

Repeated Course Information:

Term		Year	
Repeated Course			
Title			
Credit Hours			

Signatures:

Student: _____ Date: _____

Study Abroad Specialist: _____ Date: _____

Department Chair: _____ Date: _____