



WESTERN MICHIGAN UNIVERSITY  
Office of the Registrar

1903 W. Michigan Avenue  
Kalamazoo, MI 49008-5256  
(269) 387-4300  
www.wmich.edu/registrar

# 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:
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**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: \_\_\_\_\_

Return completed form to:  
Registrar’s Office  
1903 W. Michigan Avenue  
Kalamazoo, MI 49008-5256

<i>Office of the Registrar Use Only</i>	
Processed by: _____	
Date: _____	