

Repeated Courses/E-Credit Form

REQUIREMENTS

- **Received a grade of D or F and have repeated a course.** The student must repeat the course before moving on to subsequent coursework. Particularly with D's, if the student moves on in subsequent coursework, removing the D from the gpa is no longer an option. Example: A student receives a D in 640:152, then moves on to take 180:243 and 640:251. The student cannot later repeat 640:152 to have the D removed from the gpa.
- **Eligible courses:** All courses, except for Capstone.
- **Frequency:** May be used up to 4 times.
- **Transcript:** The D or F grade will be "**E-credited**" meaning that it will remain on the transcript with a prefix of E, but will not be included in any GPA calculations. The new grade will appear on the transcript with a prefix of R.
- Submit this form to B100 in-person or via email: advising@soe.rutgers.edu.

Student Name _____ **RU ID** _____ **Date** _____

Email _____ **Grad Yr** _____ **Major*** _____
(*073,116,125,155,180, 332,540,635,650)

Course # (Ex. 01:640:250)

Course Name (Ex. Linear Algebra)

	Semester and Year	Prefix	Grade
First Time	_____	E	_____
Second Time	_____	R	_____

Note: Verify the above grades; verify that student is an engineer, verify within allowed # times used; verify eligible course; make a copy for student file; and forward the original to Records and Transcripts for processing.

Administrator Signature _____