

## Repeat Policy

**Any course in which a grade of C- or below or a No Pass (NP) is earned can be repeated once.**

If you originally took the course for a letter grade, you **MUST** take it for a letter grade the second time. If you are within your 16 units of repeat credit, the second grade earned, better or worse, is calculated into your cumulative and term grade point average (GPA).

If you originally took the course Pass/No Pass (P/NP) and received a No Pass, you have the option of repeating the course for a grade or for P/NP. There is no limit to the number of P/NP courses you may repeat.

### **Important Additional Restrictions**

1. You may repeat the same course only once.
2. You may receive units for a repeated course only once.
3. You will not receive credit for a course repeated after you have completed a more advanced course in the same sequence with a grade of D- or better (e.g., Math, Chemistry, or foreign languages).
4. You may repeat up to 16 units of GRADED course work.

### **How do I sign up to repeat a course?**

Simply enroll in the course through MyUCLA. The Registrar's Office will automatically code the course as a repeat after the quarter ends.

### **How does a repeat look on my transcript?**

Two notations will be listed on your transcript for the repeated course: "Repeated: Excluded from GPA" for the first attempt; "Repeat of Course Previously Taken" for the second attempt.

### **What happens after I use up my 16 repeat units?**

If you have used the 16 units of repeat credit or do not have enough repeat credit, you may still repeat a course in which you received a C- or below. However, both grades will be averaged into your cumulative GPA for any subsequent repeat.

### **What happens if I repeat a course more than once?**

Regardless of the grade, a notation of "Unapproved Repeat" will show on your transcript if you repeat the same class more than once and you will not receive units or grade points.

### **Can I repeat a course that I received a grade of C or better?**

No. If you received a C or better or a Pass the first time you took a course, a notation of "Unapproved Repeat" will show on your transcript and you will not receive units or grade points.

### **Can I repeat a course outside of UCLA?**

Please consult your Academic Counselor first. Depending on the institution, grade credit may not transfer to UCLA, in which case the courses cannot be used to repeat a UCLA course.

**Please consult your academic counseling unit if you have any questions about repeating courses.**

### **Academic Counseling Units**

College Academic Counseling.....	A316 Murphy Hall
Honors.....	A311 Murphy Hall
Athletics.....	127 Morgan Center
Academic Advancement Program.....	1205 Campbell Hall