



Records Office
Maryland Hall 141
Baltimore Campus

Important Information

- Registration for Repeat/Replacement must be done through the Academic Advising and Support Center (AASC), Maryland Hall 138.
- This is NOT a Registration Request form.
- This form must be submitted at the time of registration to AASC in MH 138.

Note: Federal financial aid pays for only one repeat of a previously passed course (D or better). Replacing a course may have implications for financial aid. For additional information, please contact the Office of Financial Aid

Are you a Student Athlete?*

Yes No

Do you have VA Benefits?*

Yes No

Do you have a Federal Loan?*

Yes No

Are you on a F-1 Visa?*

Yes No

Repeated Course(s)

Course being taken as a **REPEAT**:

- Consult the University catalogue for complete information regarding the course repeat policy.
- All grades for the original courses are included in the term and cumulative QPA computations.
- All graded repeat courses are included in the term and cumulative QPA computations.

Replaced Course(s)

Course being taken as a **REPLACEMENT**:

- The replacement course(s) **CANNOT** be changed after the Add/Drop period during the first week of the semester.
- Consult the University catalogue for complete information regarding the course replacement policy (including first-year, transfer student, and change of major course replacement options).
- Students cannot use the replacement option for courses involving an Honor Code violation.
- Students can replace at maximum two grades during their Loyola career.
- The second grade replaces the first grade in computation of cumulative QPA, regardless of whether it is higher or lower than the original grade.
- All grades remain on the transcript and affect the term QPA computations.
- If replacing a course in the major, an approved Change of Major form must accompany this form or be on file in the Records Office.



**Undergraduate
Course Repeat/Replace**

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Maryland Hall 141
Baltimore Campus

Student ID*	Last Name*	First Name*	M.I.		
Student Email		Student Phone	Class Year*		
Repeated Course(s)					
Course Initially Taken					
Course #	Course Title	Credits	Term Taken	Grade	
Repeated Course					
Course #	Course Title	Credits	Term Taken		
Course Initially Taken					
Course #	Course Title	Credits	Term Taken	Grade	
Repeated Course					
Course #	Course Title	Credits	Term Taken		
Comments					
Replaced Course(s)					
Course Initially Taken					
Course #	Course Title	Credits	Term Taken	Grade	
Replaced Course					
Course #	Course Title	Credits	Term Taken		
Course Initially Taken					
Course #	Course Title	Credits	Term Taken		
Replaced Course					
Course #	Course Title	Credits	Term Taken		
Comments					

Student Signature: _____

Date: _____

AASC Signature: _____

Date: _____