

Course Repeat Request

Student Instructions

The Course Repeat Request allows students to initiate a request to repeat a course in which they have previously earned a passing grade. Students may wish to repeat certain courses for a variety of reasons, including satisfying departmental grade requirements or to show proficiency of the course subject content. All requests submitted will be reviewed by the appropriate advising unit for approval.



HOW WILL REPEATING A COURSE AFFECT MY RECORD?

Students who repeat a course must be mindful of the following conditions:

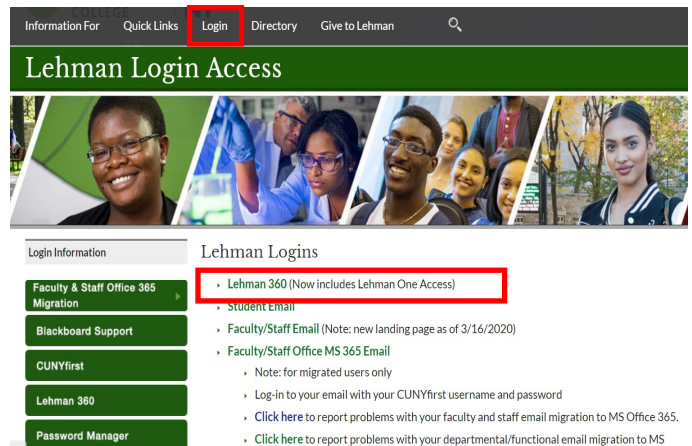
- ◆ You will not earn additional credits for repeating the course
- ◆ The new grade will NOT be factored into your cumulative Grade Point Average (GPA) unless the original grade was a “D” grade earned at Lehman*
- ◆ The credits from this course cannot be included in credits covered by financial aid funds †

** D grades can only be repeated once*

† Except in cases where a higher grade is required by the program, as per the Undergraduate Bulletin

HOW TO INITIATE A COURSE REPEAT REQUEST?

1. From the Lehman College Home Page, click **LOGIN** and select **LEHMAN 360**



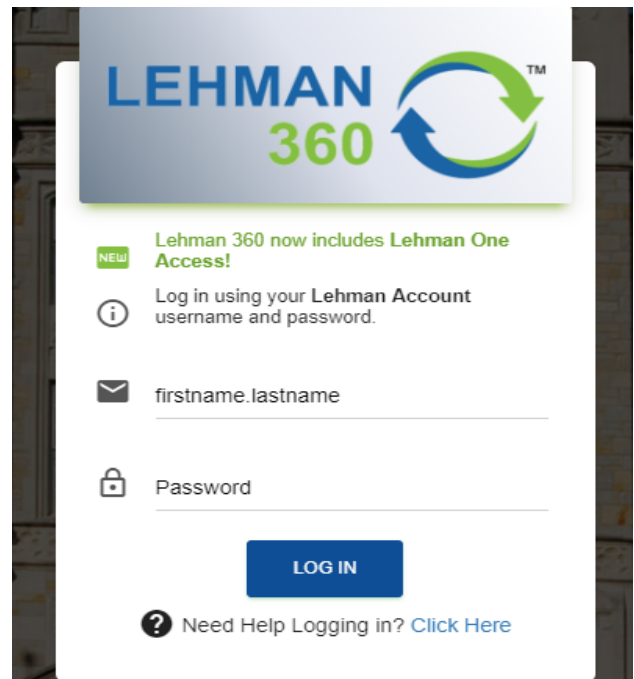
2. Enter your Lehman Account credentials:

A) FirstName.LastName*

B) Password

- **New Freshmen / Transfer students who have not registered (claimed) their Lehman Account:** Follow instructions on page 5 and return to Step 2.
- **Continuing Students:** Login using your Lehman Account credentials.

***Note:** In some cases, your Lehman Account username will be followed by a digit in the format of `firstname.lastname#`, where `#` is your assigned digit.



3. From the 360 Dashboard, click on **Course Repeat Request**, located on the left side of your homepage and click **New Request**.



4. You will see the Permission to Repeat request form with your student academic information.

Enter a contact number where you can be reached if the phone number being displayed is incorrect.

If you have not declared a major or are currently awaiting approval for a submitted iDeclare request, please select an intended major.

Permission to Repeat a Course

Phone *

Intended Major *
Please select one

Select course you would like to repeat *

5. You will see a large table listing the courses taken at Lehman or accepted for transfer credit. Check the course(s) that you are requesting to repeat. Use the page navigation tool to view all courses taken, or sort by any of the columns.

Indicate the reason for repeating the course from the drop down menu, and then select the section you wish to enroll in.

Select course you would like to repeat *

| College | Term | Course | Title | Grade | |
|--------------------------|--------|-------------|----------------|---------------------------|----|
| <input type="checkbox"/> | LEHMAN | Fall 2019 | BIO 181 - IFLC | Anatomy and Physiology I | C+ |
| <input type="checkbox"/> | LEHMAN | Spring 2020 | BIO 182 - 01FC | Anatomy and Physiology II | CR |
| <input type="checkbox"/> | LEHMAN | Fall 2019 | ENG 111 - 06FY | English Composition I | B |
| <input type="checkbox"/> | LEHMAN | Spring 2020 | ENG 121 - 10FY | English Composition II | NC |
| <input type="checkbox"/> | LEHMAN | Summer 2020 | ENG 121 - A01A | English Composition II | C |

Showing 1 to 5 of 12 entries

PREVIOUS 1 2 3 NEXT

I would like to repeat this course because *

Please select one

Select the section for which you would like to enroll

Enter class *

Please select one

6. Carefully review the statement and type your full name, today's date and click **SUBMIT** to submit your request. To check the status of your request and next steps, refer to page 5.

Student Signature:

I certify the information on this application is accurate and complete and will be treated confidentially for institutional purposes only. I acknowledge and agree by signing this form the following conditions:

1. I will not earn any additional credits for taking the course.
2. The new grade for this course will not be factored into my G.P.A., unless the original grade earned in this course was a D-.
3. The credits from this course cannot be included in credits covered by financial aid funds.¹

¹ D- grade can only be repeated once.
² Except in cases where a higher grade is required by the program, as per the Bulletin.

Student Signature *

Date

Type Your Full Name

SUBMIT

CONGRATULATIONS! Your request is submitted and will be reviewed by the respective academic advising unit for approval.

If approved, your request will be forwarded to the Office of the Registrar and you will be registered in the requested section of the course.

Frequently Asked Questions

What Happens Next?

- Your request will be forwarded to the respective advising unit for approval.
- If your request is approved, it will be processed by the Office of the Registrar.
- You will receive an automated email notification informing you that you have been enrolled in the requested section.

How do I check the status of my submitted request?

- Login to Lehman 360 and select click “Course Repeat Request” located in the left side menu in Lehman 360 and select “Status”



If my request is still pending, what can I do?

- If your request is still pending, you can contact the respective advising unit to inquire about the status of your request at <http://www.lehman.edu/advising>

Do not submit a duplicate request; it delays the approval process and increase processing times.

New Freshmen / Transfer students who have not registered (claimed) their

Lehman Account:

From Lehman 360 login, select the “**Click Here**” link below LOG IN to access the Lehman College Password Manager.

1. Select “**Register Your Lehman Account**”
2. Enter your:

Lehman Account Username: “FirstName.LastName*”

***Note:** In some cases, your Lehman Account username will be followed by a digit in the format of firstname.lastname#, where # is your assigned digit.

Lehman Account Default Password:

- The initial of your first and last name in upper case letters (i.e. Jane Doe = JD)
- Followed by the year and month of your birth in the format “YYYYMM”
- Followed by the 4th and 5th digits of you CUNYfirst EMPLID (i.e. 123**45**678)

3. Register your security questions and click “**SUBMIT**”
4. Return to Lehman 360 login to enter your newly registered (claimed) Lehman Account credentials.