It is the students responsibility to report any duplicate coursework to the University. Hours earned in duplicated courses count toward graduation only once. Credits awarded from other institutions may not be used to replace credits received at the University of Utah. Students will retain credit and grade for U of U courses regardless of when the transfer courses were completed. Failure to report duplicate courses may adversely affect graduation. If all courses were completed at the University of Utah do not use this form, instead submit a Repeated Class Notification.

**Instructions:**
1. Complete the Duplicate Course Notification.
2. Return this form to the Registrar’s Office, Graduation Division, window 15, or fax to 801-585-7860, or scan and send from umail to graduation@utah.edu.
3. Allow 1-2 weeks for the notification to be reviewed and processed.

Student Name: ___________________________ Student ID #: ___________________________

Please indicate if you: □ have applied for Graduation □ have not yet applied for Graduation

**Class(es) originally taken:**

<table>
<thead>
<tr>
<th>Institution</th>
<th>Department</th>
<th>Course Number</th>
<th>Hours</th>
<th>Grade</th>
<th>Term/Yr Taken</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

**Duplicated class(es):**

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</tr>
</tbody>
</table>

I understand that I may only receive credit for any particular course once and request that duplicate credits be removed from my total hours.

_________________________________________ ______________________________
Student Signature Date

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**FOR REGISTRAR’S OFFICE USE ONLY**

Reviewed by: ___________ Major/Term: ___________ Submitted to Admissions: ___________

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**FOR ADMISSIONS OFFICE USE ONLY**

Reviewed by: ___________ Date: ___________ Course(s) Duplicated: YES NO

Corrected Hours: ___________ Corrected GPA: ___________ New STC Sent to Student: ___________

12/5/2013