



# Duplicate Course Notification

University of Utah • Office of the Registrar • 201 S 1460 E RM 250 N • Salt Lake City UT • 84112

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 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:

Institution	Department	Course Number	Hours	Grade	Term/Yr Taken

Duplicated class(es):

Institution	Department	Course Number	Hours	Grade	Term/Yr Taken

**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

**FOR OFFICE USE ONLY**

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_ Course(s) Duplicated: YES NO  
 Corrected Hours: \_\_\_\_\_ Corrected GPA: \_\_\_\_\_ Email Sent to Student: \_\_\_\_\_