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:

<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>
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</table>

Duplicated class(es):

<table>
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<th>Institution</th>
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</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

FOR OFFICE USE ONLY

Reviewed by: _________________________ Date: __________ Course(s) Duplicated: YES NO
Corrected Hours: ____________________ Corrected GPA: __________ Email Sent to Student: _________

3.31.16