

College of Liberal Arts and College of Science and Mathematics

Committee on Standards and Credits

Procedures for Requesting Credit and Repeat Policy Waivers

Credit Waiver:

1. obtain an unofficial copy of your transcript from the One Stop (CC/UL)
2. Send a typewritten letter of appeal, together with the unofficial transcript to:

Committee on Standards and Credits
c/o Brenda Gordon
Office of Undergraduate Education
Campus Center 2-2100
UMass Boston
100 Morrissey Blvd.
Boston, MA 02125-3393

3. Make sure that your address, phone number, and social security number are on the letter to the committee.
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Repeat Policy Waiver

- Same procedure as for Credit Waiver above, plus:
- A letter of approval from the Chairperson of the department whose course you would like to repeat.

For further information regarding University Policy on repeated courses, please refer to the *Grading* section in your *Student Handbook*.