

Procedure 2015: Repeat Course(s)

Summary of Key Changes

The Procedure has been updated as follows:

- remove the Repeat Course information from procedure 2017
- new procedure number is needed

DRAFT



PROCEDURE

Repeat Course(s)

Procedure Administrator: Registrar
Authority:
Effective Date:
Index Cross-References: II-4
Procedure File Number: 2015
Approved By: Dr. Harvey Kesselman, President

A. Course(s) Repeat

This procedure defines the conditions under which a student may repeat a course unless otherwise noted in the University Bulletin, course catalog, or program handbook.

A student may repeat any course without permission except if prohibited by accreditation standards and/or licensure requirements and these exceptions, as outlined in the University Bulletin, course catalog, or program handbook. To repeat a course, the student must re-register, pay all appropriate tuition and fees, and satisfactorily complete the course (whereupon a separate grade will be assigned).

Grade replacement is permitted when a student earns a C- or lower in a course, if the limit on repeating courses has not been exceeded. When grade replacement occurs, the grade from the prior attempt is no longer factored in the calculation of the student's GPA and a notation is entered on the student's transcript next to the original grade signifying that the grade was replaced. The highest grade received among the multiple attempts will constitute the final grade for that course and is the only one calculated into the GPA..

Undergraduate students may replace a maximum of five (5) grades and graduate students may replace a maximum of one (1) grade. Students in accelerated dual degree programs can cumulatively replace five (5) grades, with no more than one (1) of those in graduate level coursework.

Students with upheld academic honesty violations may be prohibited from using grade replacement as detailed in Procedure 2005.

The same course may not be taken more than twice, including withdrawals, unless otherwise noted in the course description or unless approval from the academic school is granted. Students wishing to repeat a course for a second

time (third overall attempt) shall be required to meet with their School Dean or Assistant Dean before being allowed to register for the course. The approval by the academic school is for one repeat of the course, and each repetition will require separate approval. Previous approval is no guarantee of approval for future repetitions.

More stringent restrictions may be determined by the individual programs, only to meet standards recommended by accrediting bodies, statutory regulations, and/or professional societies and must be stated in the University Bulletin, course catalog, or program handbook.

Review History

	Date
Procedure Administrator	7/22/2022
Dean's Council	8/18/2022
Faculty Senate	
Provost's Council	
General Counsel	
Cabinet	
President	