

	<i>Responsible Office or Department:</i>	Academic Affairs
	<i>Effective Date:</i>	2/17/2025
Course Repeat		

PURPOSE:

This policy allows students to repeat a course to improve their understanding and potentially their grade. While both the original and repeated grades will appear on the transcript, only the most recent grade will be factored into the GPA. Attempted credits from the first attempt will count toward the student's academic record, but only the most recent completion will count toward total completed credits.

SCOPE:

This policy applies to all undergraduate and graduate students who wish to repeat a course with which they are not happy in an attempt to improve their GPA.

LIMITATIONS:

This policy does not apply to courses taken as Pass/Fail, Audit, or courses intended to be taken multiple times (e.g., special topics, independent study, etc). Topic courses can only be replaced when the topic of the new course is exactly the same as the original course topic. This policy does apply to the three thematic courses in the General Education program (ENG 110, HIS 110, and VSJ 100). Although they may have different themes, they share a common course; thus any thematic variant of these courses can replace another.

Undergraduate students may repeat a maximum of six (6) unique courses under this policy.

Graduate students may repeat more than two (2) unique courses; however, only in two (2) cases can the grade of the original attempt be excluded from calculation in the cumulative GPA

TERMS and DEFINITIONS:

1. **GPA (Grade Point Average):** A measure of a student's academic performance, calculated by dividing the total number of grade points earned by the total number of credit hours attempted.
2. **Attempted Credits:** The number of credit hours for which a student is enrolled, regardless of whether the course is passed.
3. **Completed Credits:** The number of credit hours for which a student successfully earns a passing grade.

4. **Grade Replacement:** The process of repeating a course to improve the grade, with the most recent grade replacing the original in the GPA calculation.

MAIN PROVISIONS:

1. Grade Appearance and GPA Calculation:

- Both the original and the repeated course grades will be shown on the student's transcript.
- Only the most recent grade will be used to calculate the student's GPA.
- The original grade will be marked as excluded from the GPA calculation after the course is repeated.

2. Credit Hours:

- **Attempted Credits:** The credit hours from the original course attempt will count toward the student's total attempted credits but will not count as completed credits.
- **Completed Credits:** Only the credit hours from the most recent successful attempt will count toward the total completed credits required for graduation.

3. Course Eligibility:

- Courses, in most cases, may be repeated only once for grade replacement purposes. Special permission is needed to retake the same course more than twice.
- Additional repeats will be recorded on the transcript, but only the most recent grade will count toward the GPA, and only one set of credits will be counted as completed.

4. Financial Aid Considerations:

- Students are advised to consult with the financial aid office to understand how repeating a course may affect their financial aid eligibility.

PROCEDURES:

1. Advisor Approval:

- A student may register directly for a course they have already taken once during the regular registration/drop/add periods. Counsel from an academic advisor or dean's office is advised to ensure that repeating the course is appropriate. If a student wants to retake a course they have already taken twice, then the approval of the advisor or dean's office is required. Their approval is forwarded to the Registrar's Office for registration in the course;

2. Transcript Notation:

- After the repeated course is completed, the transcript will be updated to reflect both attempts. The most recent grade will be calculated into the GPA, while the original grade will be excluded from the GPA calculation but remain visible. It will be marked as replaced and indicate the term the replacement course was taken.

3. Record Maintenance:

- The registrar's office will ensure that the student's records are updated to accurately reflect the attempted and completed credits, as well as the GPA calculation based on the most recent grade.

ADDITIONAL INFORMATION:

None

POLICY HISTORY:

- Originated: Undergrad - 5/1/2012, Grad – 4/20/2015
- Current Effective Date: 2/17/2025
- Next Review Date: 2/17/2028
- Revision/Renewal Log:
 - 2/17/2025 – revised with language to clarify the difference between “special topics” and “gen ed themes”
 - Replaced “Course Repeat Policy: Undergraduate” and “Course Repeat Policy: Graduate” – 12/16/2024 (approved by Academic Policy Committee, reviewed by Senate) as combination of two policies, with no substantive changes.
 - Undergraduate:
 - Reviewed 1/4/2024 - no substantive change necessary
 - Replaced “Repeat a Course (Undergraduate)”, effective May 2012
 - aka “Repeat Course Policy”
 - Replaced “F to R” policy in May 2012
 - Graduate:
 - Reviewed 7/31/2024, no revisions necessary
 - Replaces “Graduate Repeat Course Policy”, effective 04-20-2015
 - aka “Educational Policy on Course Repeats by Graduate Students”