

Educational Policy on Course Repeats by Graduate Students	Effective date: Approved by Senate: April 20, 2015 Replaces: New
Application: University-wide Access Public	Position responsible for facilitating compliance: Provost

POLICY

This policy outlines the circumstances under which a graduate student may repeat a course taken at Niagara University and when this course replaces the grade for the same course previously taken at Niagara University.

PROCEDURE

I. When the Policy Applies

- A student may repeat a graduate course taken as a graduate student at Niagara University with the approval of the chair and the dean, including a course the student completed before the new Graduate Repeat Course Policy became effective (Summer, 2015).
- A graduate student can use this policy to repeat a course taken at Niagara University that he/she has:
 - failed and not received credit
 - previously passed and earned credit
- The repeated course must be completed at Niagara University and must be the same course as the one taken the first time (Note: Only the same special topics course can be repeated).
- If a student wishes to repeat a course for which he/she has already passed and received credit, **the student *must* consult with Financial Aid to discuss possible financial aid implications.**

II. Transcript/GPA Implications

- If a student, under the new Graduate Repeat Course Policy, repeats a course whether passed or failed, the previous course will be marked “retaken” on the student’s transcript.
- A student may repeat more than 2 courses; however, only in 2 cases can the grade of the original attempt be excluded from calculation in the cumulative GPA.
- Finally, under this policy, the *grade received for the **second attempt** of any repeated course will count towards the GPA.* The grade change can only be processed (calculated in the student’s cumulative GPA) after the retake of the course has been completed.

