



POLICY AND PROCEDURE

TITLE:	Repeated Courses
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POLICY STATEMENT:

Students are required to repeat any course in which they have received an “F”, or a “W” if that course is required in the student's program, or if they have not earned a grade that meets program or major grade requirements. Students may also choose to repeat a course to qualify for graduation status (2.0) or generally to improve their CGPA. The most recent attempt, whether the grade is higher or lower, is used to compute cumulative GPA and used for academic requirements; however, both the higher and lower grades in the course remain on the student's transcript. Students may repeat a course only once without permission from the Provost Office. A request to take a course for the third time requires students to formally request permission by completing a form available online. Permission to take a course for a third time is not guaranteed and may require a meeting with the Academic Dean or Program Director. Students receiving Financial Aid should check with Student Financial Services regarding re-takes of courses in which they have already earned a satisfactory grade. A student is not eligible to receive financial aid for repeating a course for the third time in order to achieve a better grade. The credits associated with the third repeat are not used in determining the student's enrollment status for purposes of financial aid. In all cases, a student can only receive Title IV funds for one repeat of a previously passed course.

PROCEDURE DETAILS:

Students are eligible to repeat a course without permission on their first repeat attempt. If a student does not earn the necessary grade in a course, the student must submit an online petition for a second repeat attempt. Petition will be reviewed by Student Financial Services, then academic advisor, then program director, academic dean then Provost Office for final approval.

PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):

☒ UNIVERSITY CATALOG

☐ STAFF HANDBOOK

☐ FACULTY HANDBOOK

☒ STUDENT HANDBOOK

DEFINITIONS:

NA

EXCLUSIONS:

Graduate level students should follow their program handbook regarding repeating courses.

OFFICES DIRECTLY AFFECTED BY THE POLICY:

Office of Student Academic Success; Student Financial Services; Registrar's Office; Provost Office

HISTORY: Policy updated and approved by Provost Council August 2022, Reviewed April 2025

EFFECTIVE DATE:	Fall 2022
RESPONSIBLE OFFICE (ONLY ONE):	Provost Office
REVIEW DATE:	April 2025

APPENDIX:

Include any supporting documentation that would be of use for the interpretation, future evaluation, or revision of the policy and procedure. Examples include: the text of the law or regulation that required the creation of the policy or which the policy was designed to comply with and meeting minutes documenting open forum discussion (e.g., arguments for and against, resulting vote).