Repeating Courses – Undergraduate Students

A. Purpose
The purpose of this policy is to define the procedures for repeating undergraduate courses.

B. Scope
This policy applies to all undergraduate students.

C. Key words and phrases:
CGPA – stands for cumulative grade point average.
GPA – stands for a specific semester grade point average; formerly QPA for quality point average.

D. Policy & Procedure(s)
1. A student will be limited to a maximum total of six repeats. A single course may be taken up to a maximum of three times. In exceptional circumstances requiring additional repeats, students may complete the Repeat Approval Form available from the Registrar’s Office.
2. All attempts are counted; this includes attempts resulting in a withdrawal.
3. When a student repeats a course, the credits are counted only once in determining the GPA; the CGPA; and the total credits needed for graduation.
4. The most recent non-withdrawal grade in the course (regardless of whether it is higher or lower than previous attempts) will be used to calculate the GPA and CGPA.

E. Effective Date
Spring 2022
Policy ACA-008

F. Approved By

University Senate December 2, 2021

University President December 6, 2021

G. Last Reviewed

December 2021