

Repeating Courses Policy

Date Effective: Fall 2014
Issued By: Faculty Senate
Contact: Registrar's Office, 814-393-2229

Purpose:

This policy describes the rules and limitations for repeating courses.

Policy:

Undergraduate students are limited to a maximum of six repeats in their academic career. Within this six repeat rule, a single course that is repeated for grade improvement will be limited to a maximum of three times. Therefore, a single course can only appear on a transcript a total of three times. Post Baccalaureate students will follow the same policy as undergraduate students.

Graduate students can repeat a single course only once. Graduate students are also limited to a maximum of two repeats across their program.

This policy will not take into account course repeats taken prior to Fall 2009.

For both undergraduate and graduate students, the most recent grade will be the grade used for GPA calculations.

Once a student has graduated from the university, a course cannot be repeated for the purpose of improving one's cumulative undergraduate or graduate grade point average.

The latest repeat grade shall be the grade that is calculated into the grade point average prior to graduation. The quality points, quality hours, and earned hours of the original grade received will be subtracted from the student's cumulative statistics. The student's transcript will reflect that the student repeated a course. Grades earned at another institution cannot be used to replace grades previously earned at Clarion.