



### 1. POLICY NAME: **APPLICATION OF GRADES AND CREDITS/REPEATING A COURSE**

### 2. POLICY CATEGORY: **POLICIES AND PROCEDURES – UNDERGRADUATE STUDENTS**

### 3. POLICY STATEMENT:

The chart in the GRADING SYSTEM POLICY describes the impact of each grade on a student's academic progress. For calculating rate of progress (see below), grades of F (Failing), W (Withdrawal), and I (Incomplete) are counted as credits attempted, but are not counted as credits successfully completed.

A student may repeat a course either to replace a failing grade with a passing grade or to try to improve a passing grade achieved the first time the student took the course. A previously passed course may be repeated only once. A previously failed course which is repeated and failed again may be retaken only one more time, for a total of three attempts. In the case of students who have been accepted to the university as degree candidates (including those whose programs are "undecided"), ***failing and/or withdrawing a required course (other than developmental courses) three times may be grounds for dismissal.*** Such dismissal will be determined by the Dean, Associate Dean or Chair of the Academic unit housing the student's degree program (Arts and Sciences in the case of undecided students). When a student registers for a course the third time, he or she may only do so subject to the conditions set by the appropriate Dean, Associate Dean or Chair.

***A course in which a grade of C or higher is received may only be repeated within one year from receiving the initial grade or as soon as the course is offered again if it is not offered during this one-year period.*** A student who has completed all degree requirements will not be allowed to repeat courses for the purpose of improving grades.

When a course is repeated, the best grade received is calculated into the CGPA. The lower grade(s) will be followed by an asterisk (\*) indicating that the course has been repeated. Both original and repeated credits will be counted as attempted credits in rate of progress calculations.

In the case of repeating a course from which the student has previously withdrawn, a W remains on the student's transcript, while the new grade (also shown on the transcript) substitutes for the W in the calculation of the CGPA.

In order to receive credit, the student must repeat any required course in which a grade of F or W is received.