

EDINBORO UNIVERSITY OF PENNSYLVANIA

REPEATING COURSES

Policy No. A022

Supersedes Policy A022, Dated 10/7/89, 10/8/92, 10/2/95, AND 8/31/2005

Recommended for Approval by Dr. Philip Ginnetti, Provost and Vice President for Academic Affairs

Approved by Dr. James D. Moran, Interim President, on **May 31, 2012**

Review Date: As Required

INTENT

The intent of this policy is to define the procedures by which undergraduate and graduate students may repeat courses.

POLICY

Undergraduate students may repeat any course. Graduate students may repeat courses only with the approval of the Dean of Graduate Studies and Research.

PROCEDURES

For Undergraduate Students

- Undergraduate students will be limited to a maximum total of six repeated courses. Students cannot repeat more than six courses unless an exception to the policy has been granted by the Provost or designee.
- A single course can be repeated a maximum of two times. The course should appear no more than three times on a transcript unless the student has appealed and has been granted an exception for extenuating circumstances by the Provost or designee.
- The most recent grade (regardless of whether it is higher or lower) will be the grade used for the cumulative GPA calculation.

For Graduate Students

- Graduate students can repeat a single course for grade improvement only once.
- Graduate students will be limited to a maximum of two repeats across the program.
- The most recent grade (regardless of whether it is higher or lower) will be the grade used for the cumulative GPA calculation.

Note: For Post-Baccalaureate students, if the student classification is Undergraduate then the Undergraduate Course Repeat Policy is followed; if the student classification is Graduate then the Graduate Course Repeat Policy is applicable.

Undergraduate students may repeat failed course work at another institution. Students should utilize a transfer articulator such as the PA TRAC, which is found at www.patrac.org or the Edinboro University Transfer Articulator on the EUP website. These transfer articulators will assist in course selections at a community college or another college/university for transfer back to EUP. We *strongly suggest* that students consult with their Academic Advisor or Dean prior to registering for classes.

Following completion of the coursework the student is instructed to have an official transcript sent to the Office of Records and Registration. Transcripts are compared with the authorization form and, if the students earned a grade of "C-" or better, the credits are added to the academic record; and if the student is repeating failed coursework, then the failed course at Edinboro is coded so as not to impact the student's GPA.

Academic departments may designate specific courses as allowing a limited number of repeats. If a student must repeat a course designated as such more than once in order to earn a grade of C or better, then the permission of the chair of the department offering the course must be obtained prior to registration for the third time.

Exception to the above policy, when it serves the best interests of both the students and the University, will be possible only with the approval of (1) the department chair in which the student is majoring, (2) the department chair offering the course, and (3) the dean administering the curriculum in which the student is majoring.

RELATED POLICIES

PASSHE, Board of Governors Policies, System Academic and Financial Procedures: SA022B, Course Repeat Policy.