

# STOCKTON UNIVERSITY



## PROCEDURE

### Repeat Course(s)

Procedure Administrator: Registrar

Authority: N.J.S.A. 18A:64-8

Effective Date: June 15, 2023\*

Index Cross-References: Procedure 2017 Course Numbering, Grading Policies and Course Sequencing

Procedure File Number: 2015

Approved By: Dr. Harvey Kesselman, President

### A. Course(s) Repeat for Undergraduate Students

This procedure defines the conditions under which an undergraduate student may repeat a course and apply the credits toward graduation, unless otherwise noted in the University Bulletin, course catalog, or program handbook. This procedure is effective Fall 2023 and is not retroactive.

A student may repeat any course without permission except if prohibited by accreditation standards and/or licensure requirements as outlined in the University Bulletin, course catalog, or program handbook. To repeat a course, the student must re-register, pay all appropriate tuition and fees, and satisfactorily complete the course (whereupon a separate grade will be assigned).

A student may not enroll in the same course more than twice, including withdrawals, unless otherwise noted in the course description or unless approval from the academic school is granted. Students who wish to enroll in a course for a third time shall be required to meet with the Office of Financial Aid and an academic school representative for which the course is being offered (School Dean or Assistant Dean) before being allowed to register for the course. The approval by the academic school is for one repeat of the course; each repetition will require separate approval. Previous approval is no guarantee of approval for future repetitions.

More stringent restrictions may be determined by the individual programs to meet standards recommended by accrediting bodies, statutory regulations, and/or professional societies and must be stated in the University Bulletin, course catalog, or program handbook.

### B. Grade Replacement for Undergraduate Students

Grade replacement is permitted when an undergraduate student earns a C- or lower grade in a course, if the limit on repeating courses has not been exceeded (see proceeding paragraph). When grade replacement occurs, the grade from the prior attempt is no longer factored in the calculation of the student's GPA and a notation is entered on the student's transcript next to the original grade signifying the grade was replaced. The highest grade received among the multiple attempts will

constitute the final grade for that course and is the only one calculated into the GPA.

Undergraduate students may replace their grade in a maximum of five (5) distinct courses. Students in accelerated dual degree programs can cumulatively replace grades in a maximum of five (5) courses, with no more than one (1) of those in graduate level coursework.

This procedure will apply to the first five courses for which the student reenrolls. If a student repeats a sixth (6) course, both grades (original and repeat) will remain on the student's permanent transcript and both will be calculated in the grade point average.

### **C. Course(s) Repeat for Graduate Students**

In order to repeat a course graduate students must re-register, pay all appropriate tuition and fees, and satisfactorily complete the course (whereupon a separate grade will be assigned). The original grade will remain on the student's permanent transcript and will be calculated in the grade point average. Except where specified in the University Bulletin, a course passed more than once may only be counted once toward graduation.

### **D. Grade Replacement for Graduate Students**

Graduate students should refer to their program handbook for details regarding grade replacement.

#### Review History

	Date
Procedure Administrator	07/22/2022
Dean's Council	08/18/2022
Faculty Senate	12/16/2022
Academic Leadership	08/19/2022
Divisional Executive	05/31/2023
General Counsel	06/01/2023
Cabinet	06/15/2023
President	06/15/2023

*\*Procedure 2017 was cross-referenced on 3/15/24.*