

William Paterson University Policy

Academic Policy

SUBJECT:	Course Repeat	TITLE:	University Undergraduate Course Repeat Policy		
CATEGORY: Check One	Board of Trustees <input type="checkbox"/>	University <input type="checkbox"/>	Functional <input checked="" type="checkbox"/>	School/Unit <input type="checkbox"/>	
Responsible Executive:	Provost and Senior Vice President for Academic Affairs		Responsible Office:	Office of the Provost	
CODING:	02-20-01-02-06	ADOPTED:	9/87	AMENDED: [date amended]	04/19/2024
			LAST REVIEWED: 04/19/2024		

PURPOSE

This policy defines the conditions under which a student may repeat an undergraduate course.

ACCOUNTABILITY

The Office of the Provost is responsible for enforcement of this policy

POLICY

Currently enrolled undergraduate degree students may repeat a course or courses in which a grade lower than C was received but the option to repeat a course may be exercised no more than five (5) times in total during their matriculated enrollment. No individual course may be repeated more than twice.

PROCEDURE

Any course a student has taken in which a grade lower than C has been received is eligible to be repeated, so long as the limit on repeating has not been exceeded.

- Although the original and repeat grades remain on the transcript, only the highest grade earned is computed in the GPA.
- If the last grade is a WD, then the previous grade will be computed in the GPA instead.
- If a student withdraws from an entire semester, he or she may repeat any of those courses a single time. Those repeats will not count toward the five total.
- All grades received will be shown on the transcript.
- Based on extenuating circumstances and a plan for the student's success, Associate Deans may approve additional repeats for students with majors in their college. For undeclared students, the Executive Director for Academic Achievement may approve additional repeats.

No individual program may have more restrictive course repeat or other academic standard policies unless reviewed and approved by the Office of the Provost. Students will adhere to the specific program policies once admitted to a particular program. Students who change or are enrolled in multiple programs will be advised by faculty and/or professional advisors as to the academic policies of each program and university financial aid policies to facilitate student success.

By Direction of the Provost and Senior Vice President for Academic Affairs

Date: 04/19/2024