



COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

## **Course Repeat Policy**

### **Number [X-XX]**

Commonwealth University of Pennsylvania

Approved by University Senate, [Date of Approval]

Revised [Date of Revision]

Responsible Office: [Insert Division or Office]

#### **1. Purpose**

To provide guidance on the number of repeats a student may have during their time at Commonwealth University

#### **2. Scope**

This policy applies to all undergraduate students at Commonwealth University.

#### **3. Definitions, Roles and Responsibilities**

##### **3.1. Definitions**

3.1.1. **Course repeat** – taking the same course again to improve the recorded grade.

##### **3.2. Roles and Responsibilities**

3.1.1 **Office of the Registrar** – Processes course repeats at the end of every grading period.

#### **4. Policy**

4.1. Students are limited to a total of 6 course repeats.

4.2. Students may only repeat a specific course 2 times, for a total of 3 completions for a specific course. Each repeat of the same course counts as 1 of the 6 permitted repeats.

4.3. Withdrawals (courses for which the grade is W) do not count toward either the overall 6 repeat maximum or the individual course repeat maximum.

4.4. The most recent grade, regardless of whether it is higher or lower, will be the grade used for the GPA calculation. Prior completions of the course will be excluded from the GPA calculation.



## COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

- 4.5. Students may not repeat a course using the Pass/Fail or the Credit by Exam option.
- 4.6. A course taken three times (defined as three non W grades on the transcript) at Commonwealth University may not be transferred from another institution of higher education
- 4.7. The grades for any repeated course will remain on the transcript and are part of the student's permanent record.

## 5. Procedures, Standards, and Guidelines

### 5.1.

## 6. Compliance and Enforcement

- 6.1. Every University policy will undergo a regular review on a five-year cycle, with approximately 20% of the total policies inventory being reviewed each year.
- 6.2. All policy reviews will be conducted by the responsible Senate Committee to assure that the policy remains relevant and aligns with applicable federal and state laws and regulations, PASSHE Board of Governors policies, and other University policies, procedures, standards, or guidelines.

## 7. Additional Information

### 7.1. Supporting Documents

- 7.1.1. [Include title of supporting documentation here.] [Link]

### 7.2. History

- 7.2.1. [Indicate whether the policy is a new policy, or whether it supersedes an existing policy. Include the effective date of the original policy as well as the date(s) of any subsequent amendments (if known).]
- 7.2.2. Effective Date – [Date Approved by the University Senate or Issued by the Office of the President as an Interim Policy]
- 7.2.3. Revised - [Date of Revision]
- 7.2.4. Next Review Date - [Date of Revision]



---

COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

**5.1 Related Policies -** [Reference related policies]

**5.2 Contacts for Additional Information and Reporting**

[Name of Office/Division, Commonwealth University, Attn: [Name of person to serve as contact, email address of contact hyperlinked, office phone of contact in format of XXX.XXX.XXXX]

Policy Template