



## **Kutztown University Policy ACA-008**

---

### **Repeating Courses – Undergraduate Students**

#### **A. Purpose**

The purpose of this policy is to define the procedures for repeating undergraduate courses.

#### **B. Scope**

This policy applies to all undergraduate students.

#### **C. Key words and phrases:**

CGPA – stands for cumulative grade point average.

GPA – stands for a specific semester grade point average; formerly QPA for quality point average.

#### **D. Policy & Procedure(s)**

1. A student will be limited to a maximum total of six repeats. A single course may be taken up to a maximum of three times. In exceptional circumstances requiring additional repeats, students may complete the Repeat Approval Form available from the Registrar's Office.
2. All attempts are counted; this includes attempts resulting in a withdrawal.
3. When a student repeats a course, the credits are counted only once in determining the GPA; the CGPA; and the total credits needed for graduation.
4. The most recent non-withdrawal grade in the course (regardless of whether it is higher or lower than previous attempts) will be used to calculate the GPA and CGPA.

#### **E. Effective Date**

Spring 2022

Policy ACA-008

**F. Approved By**

University Senate December 2, 2021

University President December 6, 2021

**G. Last Reviewed**

December 2021