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 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

F.   Approved By

University Senate December 2, 2021
University President December 6, 2021
University Senate October 5, 2023
University President October 17, 2023

G.   Last Reviewed

December 2021
October 2023