

REPEATING COURSES

Policy Number: A.02.07

SCOPE

All Undergraduate Students.

PURPOSE

To describe the policy for repeated courses.

POLICY/PROCEDURE

01. Repeating Courses

A student may repeat a course taken at the University provided that the original grade was lower than “B” (3.00). Course grades for both the original and the repeated attempts will appear on the student’s transcript; however, the grade of the repeated course replaces the original grade in the computation of the GPA, and the credit hours attempted will be counted only once. A notation on the transcript will indicate repeated courses.

A course taken at the University of St. Thomas may not ordinarily be repeated outside the University. A student may petition the Academic Committee to repeat a failed (or one with a grade below “B”) course at another college or university if compelling reasons prevent repeating the course at UST. If permission is granted, credit hours will transfer to the University, but the original grade of “F” and hours attempted will remain in the computation of the student’s GPA. To replace the original grade of “F” and hours attempted in the GPA computation, a course must be repeated at the University of St. Thomas.

The University of St. Thomas is not obliged to grant credit for any course repeated at another institution for which a student has not received the required approval.

A student who withdraws from the University of St. Thomas for one or more semesters, repeats courses at another school, and then returns to the University will not be allowed to use these courses to replace the courses previously taken at the University.

APPROVED: Dr. Robert Ivany

Date of Original Formation: 9/1/2010

Revision Number:

Revision Date:

Effective Date: