



California University of Pennsylvania

POLICY: Repeating a Course

A. Purpose & Scope:

To describe the process and procedure for repeating a course

B. Definition(s):

C. Policy:

A student may repeat a course previously taken at California University. Undergraduate students may complete a single course a maximum of three (3) times. Undergraduate students are limited to a maximum total of six (6) repeats. Exceptions to this policy must be approved by the provost.

When a course is repeated, only the later grade will be counted in the student's GPA. The original grade, however, will remain on the student's transcript. The student must notify the Academic Records Office that they have repeated a course so the student's transcript may be updated to reflect the repeated course.

D. Procedure(s):

To ensure timely and accurate calculation of a student's GPA when a course is repeated, the student must notify the Academic Records Office. At that point the student's transcript will be updated to reflect the student's repeat.

E. Effective date: 2005-2006 Undergraduate Catalog

Updated date: April 24, 2012