

Effective: October 1997

**Academic Policy: Undergraduate Studies
COURSE REPEATS**

Approved: October 1997

Reviewed: June 4, 2007

Revised: March 4, 2004, Deans' Council

January 20, 2004, Faculty Senate

A student, in consultation with the adviser, may repeat a course to improve the GPA, to meet minimum competency requirements, or to satisfy graduation requirements. Students only need to repeat a failed course if it is specifically required for graduation. Students may repeat courses for which they have received a grade of C+, C, C-, D+, D, D-, F, W, Z, or U.

Courses failed at Millersville must be repeated at Millersville in order to earn course credit and credit toward graduation. Students may not transfer credit for any course taken at another institution that is the equivalent of a course previously taken at Millersville; this policy applies whether the course was passed or failed at Millersville University. Students may repeat courses at Millersville for which they have received transferred credit, but they will forfeit the transfer credit.

Once the course is repeated, the new grade, credits, and grade point value replace those earned previously in calculating the cumulative GPA. The earlier grade remains on the student's record even though it is no longer included in the computation of credits or cumulative GPA. In consultation with the adviser, students who find it necessary to repeat a course will be informed of, and expected to use, support services available to them through the Office of Learning Services.

An undergraduate student may not take an undergraduate course of record more than three (3) times. A course of record is defined as a course in which a student receives a grade of A, B, C, D (including + and -), F, U, Z or W. The academic department offering a course may drop a student from a course if the student attempts to take a course more than three (3) times.