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## AC032: Repeating Courses

**Recommended for Approval by:** Scott E. Miller, Senior VP for Academic Affairs and Provost

**Approved by:** Dale-Elizabeth Pehrsson, President

**Effective Date:** 07/01/2022

**Amended:**

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### A. Intent

To describe the rules and limitations associated with repeating courses.

### B. Definition(s)

None.

### C. Policy

Undergraduate Students:

- Undergraduate students are limited to repeating courses a maximum of six times during their career at Pennsylvania Western University.
- A single course can be repeated a maximum of two times. Therefore, the course should appear no more than three times on a transcript.
- The most recent grade, regardless of whether it is higher or lower, will be the grade used for calculation of the cumulative GPA. The original grade will remain on the transcript, which will reflect that the course was repeated.
- A student may not repeat a course where they had previously earned a grade of "A" or "B" (greater than C+) unless the course itself is repeatable.
- Post-baccalaureate students will follow the same policy as undergraduate students.

Graduate Students:

- Graduate students will be limited to a maximum of two course repeats during enrollment in their graduate program.
- Graduate students can repeat a single course for grade improvement only once.
- The most recent grade, regardless of whether it is higher or lower, will be the grade used for

calculation of the cumulative GPA. The original grade will remain on the transcript, which will reflect that the course was repeated.

Courses designed as repeatable courses are not subject to this policy.

Undergraduate students may repeat failed coursework at another institution and receive transfer credit for the repeated course. The failed course on the PennWest transcript will be excluded from the cumulative GPA calculation.

Once a degree has been conferred to the student from the university, a course cannot be repeated to improve the student's cumulative GPA associated with that degree.

The academic dean over the student's major must approve exceptions to this policy.

**D. Procedure(s)**

None.

**E. Related policies**

Class Withdrawal Policy (AC046)

Transfer Credit Policy (AC034)

**F. Contact Information**

For additional information, please contact the Office of the Registrar.

**G. Policy Review Schedule**

All policies will be reviewed every two years or on an as needed basis if a change in BOG, PASSHE or Pennsylvania law would create the need for an immediate change.