

# REPEAT POLICY: REPEATING A COURSE\*

---

A course in which a grade of "C" or higher has been earned may not be repeated without the student first obtaining written permission from the appropriate department chair and the dean of the school in which the student is enrolled. If written permission is not received, the student may be administratively dropped from the course.

Students have one opportunity to repeat any regularly offered course in which a grade of "F," "D-," "D," "D+," or "C-" has been assigned. On-demand or requested courses (independent studies, co-ops, special topics, service learning, or certain experiential education courses) are not grade-repeatable in that the second grade earned will not replace a prior grade. When a course is repeated, only the second grade for the course will be used in calculating the cumulative grade point average, regardless of whether the second grade is higher or lower than the first. If both attempts of the course earned passing grades, only the most recent set of credits and grades will be applied to the student academic record. Students cannot repeat a scheduled course with an independent study for GPA improvement. The permanent academic record will contain a listing of all course registrations and grades. Students wishing to repeat a course ordinarily should do so no later than the next time that course is offered at Monmouth University during the regular academic year. Exceptions must be approved by the advisor.

If, after repeating a course once, a grade of "C" or higher has not been earned, at the request of the student, a determination will be made upon recommendation of the department (course) chair to the school (course) dean, as to whether special circumstances exist to justify a second repeat (third attempt) of the course. When a course is repeated for the second time (third attempt), only the third grade for the course will be used in calculating the cumulative grade point average, regardless of whether the previous grades for that course are higher or lower than the third. A student found to be registered for a second repeat (third attempt) of a course, who has failed to obtain the dean's permission in advance, will be administratively dropped from the course.

## **\*Note:**

*Please consult with your department to determine if your program requires that a course(s) be completed with a grade higher than "C". A course repeat would be necessary if the minimum grade requirement set by the department has not been achieved. Students must also consult with their department to determine what impact course repeats may have on continuation in their program.*