

TEMPLE UNIVERSITY

POLICIES AND PROCEDURES MANUAL

Title: Repeating a Course (Undergraduate and Graduate)
Policy Number: 02.10.12
Issuing Authority: Office of the President
Responsible Officer: Provost

Date Created: September 1, 2003
Date Last Amended/Reviewed: June 2015
Date Scheduled for Review: June 2018
Reviewing Office: Undergraduate Studies

Scope of Policy & Rationale

Undergraduate and graduate students may repeat a course to earn a higher grade; only the highest grade earned will be used in calculating the grade point average. Undergraduate and graduate students will not be permitted to repeat a course more than twice, except as permitted by this policy.

Definitions

The term “repeat” is applied when a student retakes a course. Except for courses designated to be taken multiple times, such as independent study, research, or other courses, credit for a given course will be granted only once.

Policy Statement

All students are permitted to repeat a course one time. Students who need to repeat a course a second time must obtain the approval of the dean/designee of their home school or college and be registered with assistance. Except as permitted by this policy, no students may repeat a course a third time.

If a course was taken previously with a standard grading option, it cannot be repeated with a credit/no credit grading option. Students are responsible for ensuring registration carries the appropriate grading option. All occurrences of a course where a grade is earned, including withdrawals (W) and withdrawals excused (WE), appear on the transcript, but only the highest grade earned is used in calculating the grade point average. Since credits are awarded only once for a course, repeats can affect athletic eligibility, academic standing and financial aid status.

All course withdrawals, with the exception of “withdrawal with approved excuse (WE)” are included in the course repeat count (see #02.10.14 Withdrawal from Classes).

First repeat: Undergraduate students are strongly encouraged to meet with an academic advisor prior to registration to discuss academic and financial implications.

Graduate students seeking to repeat a course are required to meet with an academic advisor to register.

Second repeat: Undergraduate and graduate students must obtain the approval of the dean/designee of their home school or college and be registered with assistance.

If in the allotted number of repeats, undergraduate students are unable to successfully complete the following university requirements and/or courses required as a result of placement exams (including their course equivalencies), they will be required to meet with their advisor prior to registering for any further classes:

- English 0701, Introduction to Academic Discourse
- English 0802, Analytical Reading and Writing
- IH 0851, Mosaic: Humanities Seminar I
- IH 0852, Mosaic: Humanities Seminar II
- Math 0701, Elementary Algebra

Students unable to successfully complete courses that are required or prerequisites for their majors or school/college requirements in the allotted number of repeats must meet with their academic advisors to discuss alternate graduation plans. Students who have exhausted course attempts for course(s) required for their major will be required to change majors. If the selected new major does not require the course in question, it is possible that the new major may be in the same school or college. Students who have exhausted allowable course attempts in course(s) required for their degree program (school/college requirements) will be required to transfer internally (IUT) within the university from their current school or college to a school or college degree program that does not require the course in question.

Following the awarding of a degree, no changes in the grade point average will be made, even through the repeat process.

Notes

1. Dates of official enactment and amendments

Adopted by the president on November 13, 2002. First effective on September 1, 2003.

Amended by the president on February 8, 2011. Effective May 2011 (for Summer Session I)—GPA calculation with highest grade. Effective March 2012 (for Summer I, II and Fall 2012 registrations)—maximum number of course repeats including their course equivalencies.

Amended by the president in June 2015. Effective as of May 2015.

2. History

The February 8, 2011 amendment added the limit on the number of repeats. The May 18, 2012 amendment clarified that students who have exhausted allowable course attempts in courses required for the major or school/college degree requirements may be required to change majors or transfer internally

within Temple to another school or college.

The June 2015 amendment eliminated the university dismissal for failure to successfully complete certain courses.

Supersedes

This policy supersedes all other policies and procedures related to repeating a course.

3. Cross References

Policy #02.10.11, Academic Standing (Undergraduate)

Policy #02.10.14, Withdrawal from Classes (Undergraduate and Graduate Classes)

Policy 02.11.17, Academic Forgiveness (Undergraduate)

Procedures related to this policy can be found in the Academic Policies section of the Undergraduate Bulletin.