



Policy: Course Repeat

Effective: June 1, 2019

Policy Type: Faculty

Responsible Department: Registrar

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**Policy:** Current and former students may repeat courses to improve their course grade only if such courses (or their equivalent under a different name) are offered in the current curriculum.

- 1.0 This policy does not apply to courses that are no longer offered at the institution.
- 2.0 The cumulative grade point average is calculated based on the last course taken, even if the grade achieved is actually lower than the original grade achieved in the course being repeated. Original grades are still listed on the academic transcript even though they do not affect GPA.
- 3.0 A student may repeat a course no matter what grade was earned in the original course, however, students forfeit the original grade and credits when repeating the course.
- 4.0 Students are permitted to repeat a course twice. Requests to take a course more than three times will be evaluated on an individual basis by the Registrar's Office with consultation with the school dean as necessary.
  - 4.1 Within Deploy, competency-based seminary students may repeat a competency two times. Failure to pass a competency the third time with a minimum proficiency grade equivalent to a "B" will indicate that the student is no longer able to continue in the program.
- 5.0 Students repeating a course should contact the Financial Aid Office to determine aid eligibility.
- 6.0 Some courses like practicum, internships, and readings courses are considered cumulative courses and can be repeated multiple times. Each time the course is successfully completed, credits are earned unless otherwise specified by the academic department.
- 7.0 If a study abroad student fails a class overseas and the same course can be re-taken overseas, then this policy applies. If the study abroad student cannot re-take the same course overseas then, according to Grace College's approval procedure for independent studies, the content may be re-taken on campus as an independent study, but the Course Repeat policy will not apply because the student is not re-taking the same course. Consequently, the failing grade or "No Credit" designation will remain on the transcript.

### Revision Process and History

- All revisions to the policy must be approved by the Core Forum, Provost Council, Academic Affairs Committee, Non-traditional Academic Affairs Committee, and Faculty

Date	Description of Revision
05-14-2019	Transferred policy to new policy template