

REPEATED COURSES

Substitution of one course for another in a student's program does not constitute a repeat of a previous course. In order for a course to be considered a repeated course it must have the same title and content of the original course.

I. Undergraduate Courses

A. Course first taken at Seattle University

- 1) An undergraduate student who receives a grade of C or below in a course at Seattle University may repeat that course. Both courses and grades will be posted to the permanent record. The grade earned the second, or the most recent time will be used in computing the cumulative grade point average. Course credits will be counted only once toward a degree.
- 2) A student who receives permission to repeat a course at another institution will have no adjustment made to the Seattle University grade point average. The new course may count for content only.
- 3) An undergraduate student may register for a required course no more than three times without successfully completing that course. Registrations resulting in grades of CR, I, N, P, W, HW, Y or are included in the three maximum attempts allowable. A student who has not satisfactorily completed a departmental requirement after three attempts will be asked to withdraw from the school or major.

B. Course first taken elsewhere

- 1) If credit has been granted for a course taken at another institution and that course is repeated at Seattle University, transfer credit is revoked and the resident credit and grade granted.
- 2) A student may repeat any transferred course at Seattle University regardless of the grade earned at the other school. Again, transfer credit is revoked and the resident credit and grade granted.
- 3) A transfer student who has registered three or more times for a course at another institution without completing it successfully will be allowed to register for an equivalent course at Seattle University only once. (This regulation does not supersede existing school or departmental regulations.)

II. Repeating a Course After Completion of a Degree

If a student re-registers for a class first attempted as part of a previously awarded Seattle University degree or certificate, that course is not treated as a repeat and the earlier degree or certificate grade point average will not be recalculated.

III. Graduate Courses

1. A graduate student **MUST** repeat a required graduate course graded C- or below. The grade earned the second time will be used in computing the cumulative grade point average. The original grade will remain on the record, but course credits will be counted only once toward a degree.
2. A graduate student **MAY** repeat a graduate course graded C+ or C. The grade earned the second time will be used in computing the cumulative grade point average. The original grade will remain on the record, but course credits will be counted only once toward a degree.
3. A graduate course can only be repeated one time.

A graduate student may register for a required course no more than two times without successfully completing that course. Registrations resulting in grades of CR, I, N, P, W, HW, Y or are included in two maximum attempts allowable. A student who has not satisfactorily completed a departmental requirement after two attempts will be asked to withdraw from the school or major.

Originally issued: 05/77

Policy previously revised: 12/85
08/86
01/87
00/90
07/93
08/96
08/97
09/00
11/03
05/05
1/07/08
11/01/11