

COURSE REPEAT

PURPOSE

To provide students with an opportunity to repeat courses for which they wish to earn an improved grade.

POLICY

The course repeat policy was designed to provide students with an opportunity to repeat courses for which they wish to earn an improved grade. Unless otherwise specified, courses cannot be repeated for credits. Students may apply this policy to a maximum of five (5) courses and students may only repeat Westfield State courses with the same Westfield State course. Students must file a completed course repeat form with the Office of the Registrar (day students) or Undergraduate Records Coordinator (DGCE) prior to taking any course as a repeat.

Subject to the following conditions students may repeat courses regardless of the original grade earned.

Students who originally earned a passing grade in a course may repeat that course only once. Students who have failed a course may repeat the course until a successful grade has been earned. Regardless of the amount of times repeated to earn a passing grade this will only count as one invocation of the policy.

In either case, however, grades and records of both the original course and the repeated course will remain on the student's transcript and only the most recent grade, whether it is higher or lower than the original grade earned, will be computed in the student's GPA. Additionally if the student is repeating a course that originally received a passing grade, only the credits of the subsequent attempt(s) will be counted in the student's cumulative credits earned.

While the original grade no longer will be used in the calculation of the cumulative grade point average, original notations of the student's academic status based on the earlier cumulative grade point average (e.g., probation, academic suspension, dean's list) will not be changed and will remain a part of the student's academic record.

If a student receives a grade sanction for the course because of an admission or finding of academic dishonesty, he or she may repeat that course but the grade

Westfield State University

Policy concerning:

Section Academic
number 1060
page 2 of 2

APPROVED: February 1992

REVISED: ACC12-6,2012

REVIEWED: December 2012

substitution policy will not fully apply. The original grade submitted for the course in question will continue to be counted in the student's cumulative grade point average however, only the credits of the repeated course will apply to the student's cumulative credits earned.

Federal Financial Aid regulations will only allow repeated courses to count toward a student's full-time status if it is the first repeat of a previously passed course or if the repeat is of a previously failed course.

This policy is effective starting September 1, 2012 and will apply only to courses repeated after this date. Courses repeated prior to that date are subject to course repeat policies in effect at the time of the repeat.

REVIEW

This policy will be reviewed by the Dean of Undergraduate Studies every two years.