I. POLICY

A course may be repeated for an improved grade. Only the best achieved grade will be counted toward degree credit and in the computation of the overall grade point average. All grades will appear on the transcript. Tuition and fees will be charged each time.

II. PROCEDURE

After each semester, the Registration Office will process the “Repeat Grade” report. If there are any courses that are not processed correctly (example: BIOL 1085/NSCI 1085) it is the student’s responsibility to notify the Registration Office.

Request to Repeat a Course forms are available in the Registration Office.