

## **Undergraduate Course Repeat Policy Salve Regina University**

An undergraduate student who has taken a course and earned a low or failing grade may elect to retake the course for a higher grade in order to earn credit for the course, to meet the standards of an academic program, or to improve their GPA.

If a course is repeated for an improved grade, the lower grade is excluded from the GPA and duplicate credits are excluded from the cumulative total, however, both instances of the course remain on the student's transcript with the corresponding grades earned. If a course is repeated for a higher grade at another institution, it will appear on the student's transcript with a grade of "Pass", which does not contribute to the GPA.

Once a student has earned a passing grade in a course, the repeated course may be used to establish enrollment status for federal aid eligibility. If a student has already passed the course two times, the repeated course may no longer be used in calculating enrollment status to receive federal financial aid.

Course repetition is determined by course content, not course number. For example, special topics courses are offered under the same course number, although the content varies from one semester to the next. As long as the course content is distinct, students may repeat such courses without restriction. This also applies in the case of music/dance performance courses and to individual music lessons.