

Cheyney University Policy Number AA-2010-1020

Visiting Student Program – proposed language

Approved by: Academic Affairs Council

History: Revised 12-9-2009; Revised 9-12-18

Related Policies: n/a

Additional References: n/a

A. Purpose

The purpose of this policy is to define the procedures for repeating undergraduate courses.

B. Scope

This policy applies to all undergraduate students.

C. Key words and phrases: n/a

D. Policy & Procedure(s)

A student, in consultation with the adviser, may repeat a course to improve the GPA, to meet minimum competency requirements, or to satisfy graduation requirements. Students only need to repeat a failed course if it is specifically required for graduation. Students may repeat courses for which they have received a grade of B, C, D, F, or WC.

Courses failed at Cheyney must be repeated at Cheyney in order to earn course credit and credit toward graduation. Students may not transfer credit for any course taken at another institution that is the equivalent of a course previously taken at Cheyney; this policy applies whether the course was passed or failed at Cheyney University. Students may repeat courses at Cheyney for which they have received transferred credit, but they will forfeit the transfer credit.

Once the course is repeated, the new grade, credits, and grade point value replace those earned previously in calculating the cumulative GPA. The earlier grade remains on the student's record even though it is no longer included in the computation of credits or cumulative GPA.

An undergraduate student may not take an undergraduate course of record more than three (3) times. A course of record is defined as a course in which a student receives a grade of A, B, C, D, F, or WC. The student may be dropped from a course if the student attempts to take a course more than three (3) times.

Further Conditions:

- An undergraduate student may not take an undergraduate course of record more than three (3) times
- No student may use the repeat option more than six times TOTAL. For example, this means repeating six DIFFERENT courses once each, or repeating three different courses twice.
- If a student repeats a course – the course credits are only counted once in calculating GPA and determining total credits towards graduation.
- Only the most recent earned grade (regardless of whether it is higher or lower than the grade achieved on a previous attempt) will be used in calculating the GPA.
- WC will be counted as credits attempted but will not be calculated in the GPA.