

TEMPLE UNIVERSITY

POLICIES AND PROCEDURES MANUAL

Title:	Repeating a Course (Undergraduate and Graduate)
Policy Number:	02.10.12
Issuing Authority:	Office of the President
Responsible Officer:	Provost
Date Created:	September 1, 2003
Date Last Amended/Reviewed:	November 2019
Date Scheduled for Review:	November 2022
Reviewing Office:	Undergraduate Studies

Scope of Policy & Rationale

This policy allows undergraduate and graduate students to repeat a course to earn a higher grade. Except for courses designated to be taken multiple times (“repeatable”), such as an independent study or research course, credit will be granted only once for each course and only the highest grade earned for that course will be used to calculate a student’s grade point average. In order to ensure student progress towards graduation, the number of attempts per course will be limited to a maximum of three (3).

Definitions

An attempt is defined as registration in a class resulting in a grade or a withdrawal (indicated by the W grade notation). Standard grading options include: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F. (See Bulletin for other grading options.)

Policy Statement

All students are permitted to attempt a course a second time. A student seeking a third attempt must obtain the approval of the student’s home school or college. Approval of a third attempt is not guaranteed. Except as permitted by this policy, no student may attempt a course more than three times. This policy does not apply to English 0701, English 0802, IH 0851, IH 0852, or Math 0701 and their course equivalents, which may be taken more than three times.

If a course was taken previously with a standard grading option, it cannot be repeated with a credit/no credit or pass/fail grading option. If a course was taken previously with a credit/no credit or pass/fail grading option, it may be repeated with a standard grading option if a standard grade is needed to satisfy prerequisite requirements. Each instance of the course with the credit/no credit grading option or pass/fail grading option counts as a course attempt as defined above. Students are responsible

for choosing the appropriate grading option for repeated attempt(s) of the course.

All occurrences of a course appear on the transcript with the grade received, but only the highest grade received in a course is used in calculating a student's grade point average.

Since credits are awarded only once for a course, repeating a course can affect athletic eligibility, academic standing and financial aid status.

Once matriculated at Temple University, a student cannot receive transfer credit for a course that they have already attempted at Temple (See Policy #02.10.18, Transfer Credit Policy for Matriculated Undergraduate Students).

All course withdrawals, with the exception of a "withdrawal with approved excuse," are included in the course attempt count (see #02.10.14 Withdrawal from Classes).

Courses with the grade notation of AU (audit) are not considered an attempt as defined by this policy.

Second attempt: Undergraduate students are strongly encouraged to meet with an academic advisor prior to registration for a second attempt to discuss academic and financial implications.

Graduate students seeking a second attempt are required to meet with the graduate coordinator in their school/college.

Third attempt: Students must obtain the approval of the dean or the dean's designee of their home school or college for a third attempt and can only be registered for a third attempt by their home school or college.

Students unable to successfully complete courses in the allotted number of attempts necessary to satisfy major or school/college requirements or prerequisites must meet with their academic advisors to discuss alternate graduation plans. Undergraduate students who have exhausted course attempts for course(s) required for their major will be required to change majors and, depending on the course, may also be required to change their school or college. Graduate students who have exhausted course attempts for course(s) required for their major will be unable to graduate from their program.

Following the awarding of a degree, no changes in the grade point average will be made through the repeat process.

Notes

1. Dates of official enactment and amendments

Adopted by the president on November 13, 2002. First effective on September 1, 2003.

Amended by the president on February 8, 2011. Effective May 2011 (for

Summer Session I)—GPA calculation with highest grade. Effective March 2012 (for Summer I, II and Fall 2012 registrations)—maximum number of course repeats including their course equivalencies.

Amended by the president in June 2015. Effective as of May 2015.

Amended by the president in November 2019. Effective as of Spring 2020.

2. History

The February 8, 2011 amendment added the limit on the number of repeats.

The May 18, 2012 amendment clarified that students who have exhausted allowable course attempts in courses required for the major or school/college degree requirements may be required to change majors or transfer internally within Temple to another school or college.

The June 2015 amendment eliminated the university dismissal for failure to successfully complete certain courses.

The November 2019 amendment includes updates and clarification of current policy.

Supersedes

This policy supersedes all other policies and procedures related to repeating a course.

3. Cross References

Policy #02.10.11, Academic Standing (Undergraduate)

Policy #02.10.14, Withdrawal from Classes (Undergraduate and Graduate Classes)

Policy 02.11.17, Academic Forgiveness (Undergraduate)

Procedures related to this policy can be found in the Academic Policies section of the Undergraduate Bulletin.

Policy #02.10.18 Transfer Credit Policy for Matriculated Undergraduate Students

Procedures related to this policy can be found in the Academic Policies section of the Bulletin.