REPEATING A COURSE

Approved by: Office of Academic Affairs | Office of the Registrar | University Curriculum and Policies Committee

History: N/A

Related Policies: Registration and Add/Drop (catalog.stkate.edu/policies/stu-acad/undg/registration)

Related Forms, Procedures and References: Request an Override to Add a Course form (https://www.stkate.edu/academics/academic-resources/registrar/forms) (located on the Office of the Registrar forms page)

For Questions Contact: Office of the Registrar | 651.690.6531

Repeating a Course

Students must obtain permission from the department chair or program director to repeat a course. Permission is requested by submitting the Request an Override to Add a Course form, found on the Office of the Registrar Forms page (https://www.stkate.edu/academics/academic-resources/registrar/forms).

Students enrolled in an associate program must obtain permission from the academic dean to take a course a third time.

Course Taken More Than One Time at St. Catherine University

If a student completes a course (receives a grade) at St. Catherine University and repeats the course at St. Catherine University, the most recent grade received for the course is counted toward the grade point average, although the previous grade remains on the transcript. If a student receives a U or F grade, credit may be gained only by repeating the course and not by proficiency exam.

Students are advised not to repeat a course at another institution. Repeated course grades from another institution will not replace the St. Catherine University grade. Credits awarded at the other institution will not be applied to the St. Catherine transcript unless the student received a failing grade in the St. Catherine University course.

If extraordinary circumstances prevent the student from repeating the course at St. Catherine University, the student may petition in advance to repeat the course at another institution. College for Women students submit written petitions to academicadvising@stkate.edu. College for Adults students submit written petitions to the associate academic dean. All petitions must be supported by the chair of the department that offers the course to be considered. If the petition is approved, the repeat grade policy will be applied.

Transfer Course Repeated at St. Catherine University

If a student completes (receives a grade) a course at St. Catherine University that is equivalent to a course that has already been accepted for transfer credit, the transferred course will be removed from the student’s St. Catherine University transcript.