

REPEATED COURSE GRADE POLICY

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>). (<https://www2.stkate.edu/registrar/forms>)

Students enrolled in an associate program must obtain permission from the program director (and LAS program director if the course is a liberal arts and science course) 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 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. Students submit written petitions to academicadvising@stkate.edu. 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.