

# REPEATING A COURSE

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**Approved by:** Office of the Registrar | Office of Academic Affairs

**History:** Revised August, 2023

**Related Policies:** Registration and Add/Drop (<https://catalog.stkate.edu/policies/stu-acad/grad/reg-add-drop/>)

**Related Forms, Procedures and References:** Request an Override to Add a Course form (<https://www.stkate.edu/academics/academic-resources/registrar/forms/>)

**For Questions Contact:** Office of the Registrar | [registrar@stkate.edu](mailto:registrar@stkate.edu)

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## 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 (<https://www.stkate.edu/academics/academic-resources/registrar/forms/>) website.

If a student completes (receives a grade in) a course 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.

Students are encouraged to repeat a course at St. Catherine University but may repeat at another institution if necessary and transfer the course to St. Catherine University. Should a course be repeated at another institution, the rerepeat policy stating that the most recent grade is counted toward the grade point will apply to the transferred course. Residency and graduation requirements must be followed when considering where to retake a course. Students are encouraged to speak with their academic advisor prior to making any decisions regarding repeating courses.