

Graduate students may repeat up to two (2) courses in order to meet graduation requirements. Repeating a course does not expunge the earlier attempt from the student's record, but it may improve the student's grade point average (GPA). This policy is applicable only to non-thesis and non-dissertation courses in the School of Education.

When a course is repeated, both the original grade and the grade earned in the repetition will appear on the transcript. If a course previously taken for a letter grade (including plus/minus grading) is repeated for a grade of I or G, the original grade(s) will be calculated in the GPA.

A maximum of two (2) different courses may be repeated within an approved graduate plan of study. Both the original course and the repeated course must be taken at the University of Pittsburgh.

## UNIVERSITY OF PITTSBURGH POLICY 09-01-09

**CATEGORY:** STUDENT AFFAIRS  
**SECTION:** University Grading  
**SUBJECT:** Course Repeat  
**EFFECTIVE DATE:** August 29, 2005 Revised  
**PAGE(S):** 1

### I. SCOPE

This policy establishes regulations on course repeats. All school and regional campuses are required to adhere to this policy. Academic Deans/Regional Campus Presidents may, however, waive these guidelines in extenuating circumstances.

### II. POLICY

A student may repeat any course, except as noted below.

No sequence course may be repeated for credit after a higher numbered course in that sequence has been passed with a C or higher grade. This also pertains to graduate and first professional students who have passed with a B or higher grade.

No course may be repeated at any other institution and have that grade accepted as a replacement for the original grade earned at the University of Pittsburgh.

The grade earned by repeating a course is used in lieu of the grade originally earned. The following calculations apply to all students at the University of Pittsburgh:

- The original course and grade remain on the transcript and/or the academic record, however, the grade and credits originally earned are not counted in the calculation of the QPA (prior to Fall term 2005) or the GPA.
- The repeated course does not increase the number of credits counted toward meeting the degree requirements unless an F is replaced by a passing grade.

W, R, N, or NC grades reported for the repeated course will not be identified as a course repeat, thus the original grade earned will continue to be counted in the QPA (prior to Fall term 2005) or GPA. Incomplete (G or I) grades will not be identified as repeated courses until the course work is completed.

Students may repeat a course no more than two times. Any grade earned in the repeated course will be posted to the academic record even if it is lower than the original grade.

The repeated course must be the same in which the original grade was earned. In extenuating circumstances, a department chairman, with the dean's approval, may substitute another course of similar content.

Course repeat forms must be submitted to the Office of the Registrar to affect grade replacement.