

Repeated Courses Policy

Policy Owner: Office of the Registrar	Effective Date:	August 2013
Point of Contact: Registrar	Version #:	05/06/13
Affected Organizations (<input checked="" type="checkbox"/> all that apply):	Affected Stakeholders (<input checked="" type="checkbox"/> all that apply):	
<input type="checkbox"/> Enterprise	<input type="checkbox"/> Faculty	<input type="checkbox"/> Staff
<input checked="" type="checkbox"/> University	<input type="checkbox"/> All Employees	<input checked="" type="checkbox"/> Students
Error! Bookmark not defined.	<input type="checkbox"/> Other:	

Policy Statement

Include a clear, concise statement of the policy addressing the following: What is expected, when the policy applies, and any major conditions or restrictions that apply.

Only specifically designated GRU courses may be repeated for credit toward graduation and/or program completion. In any other course, a student taking that course forfeits the credit/grade earned in any previous attempt in the course, and is granted only the credit/grade earned in the latest attempt.

Reason for Policy

Include a clear, concise statement of the reason this policy is needed addressing the following: the overarching basis for the policy, what those involved need to do (but not procedures), the problem or conflict the policy is designed to resolve, and any legal or regulatory reasons for policy.

This policy ensures that students do not receive credit more than once for a course taken at Georgia Regents University.

Definitions

These definitions apply to terms as they are used in this policy:

Include any terms used in the document (try to keep definitions the same as in other policies), unfamiliar or technical terms, or terms that have specialized meaning in this policy. Please list terms alphabetically.

Process/Procedures

Insert the departmental website address where the procedures used to support this policy are located so that those affected by the policy clearly understand what they must do to comply and what your departmental processes are.

With the exception of such courses as Wellness (WELL) activity courses, "Selected Topics" courses, and other courses specifically designed for repetition and designated as such in the GRU General Catalog, by registering for a course for which credit has already been received a student forfeits credit toward graduation in the previous attempt in the course. The final grade for graduation purposes will be the grade in the repeated course. However, all hours attempted and grades earned will appear on the transcript and will be used in computing the resulting institutional grade point average. In the case of a "W" grade for a repeated course, only the grade from the previous attempt will be used. The Office of the Registrar's regular recording processes will be used in carrying out this policy.

Forms/Related Documents

Identify the form(s) which must be used to comply with the policy; explain the purpose of each form; provide a hypertext link to each form; please list the forms alphabetically.

n/a

Appendices

Optional (include only if needed). Use this section to cite the location of lengthy or complex references that applies to a few people.

n/a

Approving Officer's Name(s)	Ricardo Azziz, MD, MPH, MBA
Signature(s)	
Title(s)	President, Georgia Regents University and CEO, Georgia Regents Health System
Date of Approval	

To be used by the Office of Compliance

Assigned Policy Number:	3.3.10
Policy Website Address:	
Revision History:	
Next Review Date: (3 years from approval)	