

## SCHOOL POLICY

**Section Title:** Academic Matters

**Policy Name:** Retaking Courses

**Responsible Executive:** Associate Dean for Academic Affairs

**Responsible Office:** Office of the Registrar

**Originally Adopted:** 04/13/2022

**Revisions:**

### I. PURPOSE

This policy defines the eligibility and procedures under which the retaking of courses is permitted.

### II. ACCOUNTABILITY

The Office of the Registrar is responsible for implementing this policy under the general direction of the Associate Dean for Academic Affairs.

### III. APPLICABILITY

#### A. Eligibility

Matriculated students at the School of Public Health are permitted to retake courses only under the following circumstances:

1. Students who have earned too many grades below a B (3.0) or have an overall GPA less than 3.0;<sup>1</sup>
2. Students who fail (i.e., receive or earn a grade of F) a required or selective course for their degree or certificate program must retake the course (students who fail an elective course are permitted to retake a course);<sup>1</sup> and
3. Students who do not satisfy the minimum grade requirement for a prerequisite course and are therefore unable to continue with upper-level courses are permitted to retake the prerequisite course (students must receive the required minimum grade before being allowed to register for the upper-level course).<sup>2</sup>

A student may not repeat for credit any course in which a passing grade (B or better) has been received.

Courses must be retaken (repeated) at the Rutgers School of Public Health. A course may only be repeated once. If a course is no longer offered, it cannot be repeated.

**B. Academic Credit and Course Load**

The credit for a course that is retaken shall be applied toward the certificate or degree program once. Courses that are being retaken are considered part of the student's course load in that semester which may not exceed the maximum limits.<sup>3</sup> Tuition and usual fees will apply to retaken coursework.

**C. Grade Point Average (GPA)**

Both course registrations shall appear on the transcript, but only the second (not necessarily the higher) grade shall be calculated into the student's GPA. The original grade will remain on the transcript with an "R" (Repeat) grade (with no degree credit earned and the original grade will not be calculated into the student's GPA after the second grade is recorded).

**D. Tuition and Fees**

Tuition and usual fees will apply to retaken coursework. Individuals retaking a course are subject to the full tuition and fees of the course.

<sup>1</sup>See Academic Standing Policy for more information

<sup>2</sup>See Minimum Grade Requirement for Select Prerequisite Courses Policy for more information

<sup>3</sup>See the Academic Load and Overload Policy for more information