

## 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:** 01/07/2025

### 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 [see the Academic Standing Policy for more information];
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) [see the Academic Standing Policy for more information]; 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) [See the Minimum Grade Requirement for Select Prerequisite Courses Policy for more information].

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.

When retaking courses, students may need to retake the courses with a different instructor.

#### 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 [See the Academic Load and Overload Policy for more information]. 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.

#### E. Course Withdrawals

If a student enrolls to retake a course and then withdraws from the course following the established school registration deadlines, this does not count as retaking a course and the student may enroll to retake the course in a subsequent semester. Students are allowed to withdraw from the same course they are retaking up to two times and a third time may be considered with approval from the student's academic advisor and under extenuating circumstances.

If a student enrolls to retake a course and then withdraws from the course with a W grade, this does not count as retaking a course and the student may re-enroll to retake the course in a subsequent semester. However, students are limited in the number of times they can attempt to re-take a course and then withdraw from a course. Students are allowed to withdraw from the same course they are retaking up to two times and a third time may be considered with approval from the student's academic advisor and when there are extenuating circumstances.