

<b>Section:</b>	II.1.38	
<b>Title:</b>	Repeating Courses	
<b>Effective Date:</b>	August 3, 2022	
<b>Approved By:</b>	Board of Trustees	
<b>Responsible Unit:</b>	Academic Affairs (609) 771-3080; academic@tcnj.edu	
<b>Related Documents:</b>		
<b>History:</b>		
<u>Version</u>	<u>Date</u>	<u>Notes</u>
3.0	August 3, 2022	Revised
2.0	October 7, 2014	Revised
1.0	January, 1996	New Policy; Initial Release

## I. INTRODUCTION

This policy allows for courses to be repeated once, but sets conditions if a course is to be repeated more than once.

## II. DEFINITIONS

N/A

## III. POLICY

- A. To best achieve academic and career goals, it is recommended that students seek academic advisement before any course is repeated. A student may repeat any course only once without permission. This applies whether the course was taken at The College of New Jersey or was officially transferred to the College. It also applies to courses from which the student withdrew and received a grade of W. See [policy on withdrawing from a course](#).
- B. In order to take a course more than twice, the student must obtain permission from the chair of each department in which the student is majoring (or from the assigned advisor for students who are “open option” majors) and the chair of the department offering the course. When a course is repeated, the “Prevailing Grade” shall be the highest grade earned for that course, except that, in the case of students with a major in the School of Engineering, the Prevailing Grade shall be the most current grade earned for that course. For these purposes, a grade that is assigned a numerical weight (e.g., A: 4.00, C+: 2.33, F: 0.00) is considered higher than a grade that is not assigned a numerical weight (e.g., P\*, U\*, INC, AU). If a student has previously completed a course for a letter grade, the same

course may not be repeated with the ungraded option. However, a course completed with a “CD” designation may be repeated for a grade. Only the Prevailing Grade is counted in the computation of the cumulative grade point average. Grades earned for that course in other academic terms (i.e., grades for that course other than the Prevailing Grade) shall no longer be counted in the computation of the grade point average for those other terms. Credit will be granted for that course only once and counted only once toward the fulfillment of major, liberal learning, degree and other such academic requirements. In any event all grades earned, including withdrawals (e.g., W), will appear on a transcript. Each time a course is repeated, eligibility for Dean’s List under the Dean’s List Policy shall be determined anew for each semester in which the repeated course was taken. In the case of a course officially transferred to the College, the grade earned elsewhere appears as a T and does not apply to the grade point average earned at the College.