

# Repeating Courses

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Students may repeat any course at USU for which they have previously registered. They may also retake a course originally taken at an institution where USU has an articulation agreement, if the agreement identifies a specific USU course as being equivalent to the one the student desires to replace. All other decisions dealing with retaking courses, including courses taken under the quarter system, will be determined by the department in which the course is offered.

The number of times a student can take the same class is limited to a total of three times (once, plus two repeats). Beyond three attempts, the student's dean must approve additional registration for the class.

**The total number of repeats allowed is limited to ten.** Students who exceed this limit will have an academic hold placed on their registration. Beyond ten repeats, the student's academic dean must approve additional registration.

When a course not designated as repeatable for credit is repeated, the most recent grade and quality hours are used to recalculate the student's grade point average. The previous grade and quality hours for the same course will remain on the student's academic record, but will not be calculated in the grade point average or total quality hours completed. A course designated as repeatable (®) may be repeated to receive a higher grade, and the most recent grade and quality hours will be used in recalculating the student's grade point average. The student is responsible to declare repeated courses to the Registrar's Office by completing a Record Adjustment-Repeated Course form.

Students desiring to repeat a course should obtain a Repeated Course Form from the Registrar's Office, Student Center 246. This form informs the Registrar's Office to place an asterisk (\*) next to the course grade on the student's transcript, indicating that the course has been repeated. When a course is repeated, the grade and credit hours used to figure the GPA are the grade and credit hours earned the last time the repeated course was taken. Previous grades and credit hours for the same course remain on the student's academic record, but do not count in the GPA or total hours completed.

Upon repeating a course, the student's GPA is recomputed under the following conditions:

1. If it is requested by the student; or
2. If it is requested by the major college or department; or
3. If the course is identified as a Repeated Course by the Registrar's Office.

When there appears to be a question as to whether one course actually repeated another, the decision is made by the dean or department head of the college or department in which the course is offered.

Certain courses at USU may be repeated for credit with all grades and credit earned counted in the GPA and total quality hours. Such courses are identified with the repeat symbol (®) in the *General Catalog*.

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**Sources:** Educational Policies Committee (EPC)  
Advisor Handbook  
General Catalog  
Schedule of Classes

May 6, 1999