

**Repeated Course Policy****Office of the Registrar**

A student may repeat a course to improve a grade. This policy does not entitle the student to a retroactive degree or honors, and does not change the historical recording of academic standing. Depending upon circumstances, a repeated course may result in the following changes to the academic record:

Repeating Courses Taken at Roosevelt

- The grade achieved on the repeated course taken at Roosevelt is recorded on the academic record. While the grade from the first course remains on the record, only the course with the highest grade is used for the calculation of hours earned and in computing the GPA.

Repeating Courses Transferred to Roosevelt

- If a student completes a course at Roosevelt that was previously accepted as transfer credit and earns the same grade or higher for the Roosevelt course, the transfer course grade and hours will be removed from the academic record, excluded from the GPA, and will not count toward any degree requirements, so that duplicate credit is not granted.
- If a student completes a course at Roosevelt previously accepted transfer credit and earns a grade lower than the Roosevelt course, the Roosevelt grade and hours will remain on the academic record for computing the GPA. The grade for the transfer course will remain on the record; however, the hours will be removed so that duplicate credit is not granted.

Repeating Roosevelt Courses at Another Institution

- If a student earns an “F” grade for a Roosevelt course, repeats the course at another institution, and the course is accepted as transfer credit by Roosevelt, the Roosevelt course remains on the academic record with the grade; and both the grade and hours for the transfer course are recorded.
- If a student repeats a Roosevelt course at another institution, earns a higher grade for the transfer course, and the course is accepted as transfer credit by Roosevelt, the Roosevelt grade and hours will remain on the academic record for computing the GPA. The grade for the transfer course will be entered on the academic record; however the hours will be removed so duplicate credit is not granted.
- If a student repeats a Roosevelt course at another institution, and earns the same grade or lower, the transfer course will not be accepted or will be removed from the academic record if accepted previously.

All students wishing to repeat a course should consult with the Office of Financial Aid to determine what, if any, financial aid implications there are for repeating a specific course.

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