

## William Paterson University Policy Academic Policy

<b>SUBJECT:</b>	Graduate Course Repeat		<b>TITLE:</b>	University Graduate Course Repeat Policy	
<b>CATEGORY: Check One</b>	<b>Board of Trustees</b> <input type="checkbox"/>	<b>University</b> <input type="checkbox"/>	<b>Functional</b> <input checked="" type="checkbox"/>	<b>School/Unit</b> <input type="checkbox"/>	
<b>Responsible Executive:</b>	Provost and Senior Vice President for Academic Affairs		<b>Responsible Office:</b>	Office of the Provost	
<b>CODING:</b>	02-20-01-02-06	<b>ADOPTED:</b>	7/25/2018	<b>AMENDED: [date amended]</b>	N/A
			<b>LAST REVIEWED:</b> 7/25/2018		

### PURPOSE

This policy defines the conditions under which a student may repeat a graduate course.

### ACCOUNTABILITY

The Office of the Provost is responsible for enforcement of this policy

### POLICY

A graduate student who has received an F in a required or elective course may petition the Graduate Program Director (with input from the Chair of the Department and course instructor) to be approved, at the discretion of the program director, to repeat the course or complete an equivalent course. An appropriate independent study may be used to satisfy a course repeat, if approved under the Independent Study Policy ([https://www.wpunj.edu/policies/docs/academic/Approved\\_IS\\_Policy.pdf](https://www.wpunj.edu/policies/docs/academic/Approved_IS_Policy.pdf))

### PROCEDURE

- The student's petition must be accompanied by a remediation plan that has been developed and approved in consultation with the program director, course instructor and department chair.
- The student will be placed on probation until the remediation plan has been satisfactorily completed.
- No more than one course in the program shall be repeated.
- The repeated course must be completed within the time period stipulated in the remediation plan.
- The new course grade will be included on the student's permanent record as the official final grade and will be counted in the student's grade point average.
- The original grade will be converted to an "R" or other appropriate repeat course designation on the student's permanent record and will not be used in calculating the grade point average once the new course grade has been posted.

Graduate programs may modify this policy to be more stringent but not more lenient, based on disciplinary standards or accreditation and credentialing requirements, with approval of the Office of the Provost.

By Direction of the Provost and Senior Vice President for Academic Affairs