Academic Policies and Regulations: Registration, Grading and Cumulative Performance

Course Retake

Students may repeat courses previously taken at Albertus Magnus College under the conditions outlined below.

Repeating a Previously Passed Course

Students may repeat a course in which they have earned a passing grade in order to improve their understanding of the subject matter or to improve a previously earned grade. A course with a passing grade may be repeated one time.

Repeating a Failed Course

Students who receive a failing grade may repeat the course at Albertus Magnus College, subject to the following limitations:

- Undergraduate students may attempt the same course a maximum of three times (the original attempt plus two repeats).
- Graduate students may attempt the same course a maximum of two times (the original attempt plus one repeat).

Undergraduate students seeking a fourth attempt and graduate students seeking a third attempt must obtain prior approval from the appropriate Dean.

Repeating a Failed Course at Another Institution

Students may seek approval to repeat a failed Albertus Magnus College course at another institution. Prior to enrollment, students must obtain approval from the chair of their academic program and submit a Request to Take a Course at Another Institution form to the Office of the Registrar.

If approved and successfully completed, the course will be recorded on the Albertus Magnus College transcript as transfer credit (TR). The grade earned at the other institution will not be recorded on the Albertus Magnus College transcript and will not be calculated in the student's cumulative grade point average. All institutional transfer credit policies apply.

Grade Calculation for Repeated Courses

All attempts of a repeated course remain part of the student's permanent academic record and appear on the official transcript. However, only the most recent grade earned will be included in the calculation of the cumulative grade point average.

Nursing Program Requirements

Students enrolled in the Bachelor of Science in Nursing program are subject to additional progression and repeat-course requirements. Any nursing course with a final grade of 76 or below is considered unsuccessful and must be repeated at the next available opportunity.

Nursing students are limited to a maximum of two attempts in any nursing course and may accumulate no more than two failing grades in nursing courses throughout the program. Failure to meet these requirements may result in dismissal from the Nursing program.

Since Nursing program requirements differ from the College's general repeated-course policy, nursing students should consult the Nursing program section of this catalog and work closely with their academic advisor and the Nursing Department regarding course repetition, progression, and program eligibility.