Academic Policies and Regulations: Registration, Grading and Cumulative Performance

Course Retake

Students may repeat courses already taken under the following circumstances:

1 A student seeks to repeat the class after passing the course previously. Most often this is requested so the student may improve a previously earned grade or to gain additional knowledge in the content area. Students may repeat a course with a previously earned passing grade one time.

2 A student repeats a class after receiving a failing grade. Undergraduate students are limited to repeating at failed course at Albertus Magnus College an additional two times (for a total of 3 attempts at the course). Graduate students are limited to repeating a failed course at Albertus Magnus College one additional time (for a total of 2 attempts at the course). Undergraduate students who wish to retake a course for a fourth time must obtain permission from the Dean of Academic Affairs for the Traditional Undergraduate Program or the Associate Dean of Student Success and Retention for the PGS Program. Graduate students who wish to retake a course for a third time must obtain permission from the Associate Dean of Student Success and Retention for the PGS Program.

3 A student retakes a failed Albertus Magnus College course at another institution. Students must obtain approval of the department chair of their degree program and submit the "Request to Take a Course at Another Institution" form and receive approval from the Office of the Registrar. The final grade for a course taken at another institution is not recorded on the Albertus Magnus College official transcript or is calculated as part of the cumulative grade point average. If the course is successfully completed, it will be recorded as transfer credit (TR) on the Albertus Magnus College transcript and all transfer of credit policies apply to this process.

When a course is repeated, the repetition appears on the transcript but only the most recent grade is included in the cumulative grade point.