

UNIVERSITY OF PITTSBURGH  
SCHOOL OF NURSING

ACADEMIC POLICIES AND PROCEDURES FOR THE  
UNDERGRADUATE PROGRAM

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**TITLE OF POLICY:** REPEATING A COURSE (Undergraduate)

**ORINGINAL DATE:** MAY 1994

**LAST REVIEWED/REVISED:** JANUARY 2008

**POLICY:** A student who earns a non-passing grade (See policy #64) in the following courses for the second time will be dismissed from the School of Nursing:

Any course with the prefix NUR  
CHEM 0910  
ORBIOL 0031/0032  
PSYED 0005

A non-passing grade earned in any course in the School of Nursing may not be removed by re-examination or by writing a paper. A student may remove a non-passing grade from the transcript only by repeating the course at the University of Pittsburgh.

A student who received a non-passing grade in a course that is prerequisite to other courses may not attend classes in subsequent courses until prerequisite requirements are met.

The student may satisfy prerequisite requirements by achieving a satisfactory grade in an equivalent course from another college. If the equivalent course is to be taken at another college, it must be approved in advance by the appropriate faculty member.

A student may graduate without removing an "F" in an elective course.

A student may elect to retake a course to increase knowledge, providing class space is available.

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**PROCEDURE:** When registering to retake a course, the student must complete an "Authorization to Repeat a Course" form which is obtained from Student Services. When a student repeats a course at the University of Pittsburgh, the initial grade is crossed off on the transcript and Academic Record. Although the initial grade remains visible, the grade is no longer computed into the cumulative GPA. The new grade, even if it is lower, is recorded and used to compute the new cumulative GPA.

Approved by Total Faculty Organization 2/94  
Reviewed 10/01, 01/08  
Reviewed 02-03, 07-08