

**UNIVERSITY OF PITTSBURGH
SCHOOL OF NURSING**

**ACADEMIC POLICIES AND PROCEDURES FOR THE
GRADUATE PROGRAM**

TITLE OF POLICY: REPEAT OF A COURSE FOR COURSES
TAKEN PRIOR TO 03-1 - ARCHIVED JANUARY
2014

DATE EFFECTIVE: SEPTEMBER 1, 1995

LAST REVIEW/REVISION DATE: DECEMBER 2007

POLICY: A student who receives a grade below a C in a core, cognate or elective course offered by the School of Nursing must retake the course and receive a C grade or better to complete the program of study.

No course may be repeated more than once. No more than two courses of any kind may be retaken throughout the course of the program.

A student who receives a C or lower grade in a course in an area of specialization offered by the School of Nursing must repeat the course and receive B or better to successfully complete the degree. Only one area of specialization course may be repeated throughout the entire program of study.

No course may be repeated at any other institution and have that grade accepted as a replacement for the original grade earned at the University of Pittsburgh.

The repeated course must be the same course as the one in which the original grade was earned. In extenuating circumstances, a Department Chair, with the Dean's approval, may substitute another course of similar content.

The grade earned by repeating a course is in lieu of the grade originally earned, even if it is lower than the original grade.

The original course and grade remain on the transcript (identified by an asterisk), however the grade and credits originally earned are not counted in the calculation of the GPA.

A "W", "R", or "N" grade reported for the repeated course will not be identified as a course repeat, thus the original grade earned will continue to be counted in the GPA. Incomplete ("G" or "I") grades will not be identified as repeated courses until the course work is completed.

The repeated course does not increase the number of credits counted toward meeting the degree requirements unless an "F" is replaced by a passing grade.

PROCEDURE:

The Repeat Course form is obtained from Student Services. The student is required to submit the completed Repeat Course form along with the Registration form to the advisor and proceed with the registration process. If permission is granted, the Repeat Course form must be filed with the Registrar by the end of the Drop/Add period of the term in which the course is repeated.

Approved by Graduate Council: 1/81
Revised 91-92, 07-08
Revisions Approved by Faculty 6/92, 1/08
Reviewed: 03-04; 05-06; 07-08

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