

UNIVERSITY OF PITTSBURGH  
SCHOOL OF NURSINGACADEMIC POLICIES AND PROCEDURES FOR THE  
GRADUATE PROGRAM

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**TITLE OF POLICY:** REPEAT OF A COURSE FOR STUDENTS ENROLLED AS OF FALL 2003

**ORIGINAL DATE:** JANUARY 1981

**LAST REVIEW/REVISION DATE:** SEPTEMBER 2018

**POLICY:** A student who receives a C+ or lower grade in a required course must repeat the course and receive a B- or better to successfully progress and/or complete the degree.

With permission of the Area of Concentration Coordinator / Program Director up to 2 courses may be repeated throughout the entire program of study. No course may be repeated more than once.

A student must receive a grade of C- or better in an elective course.

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, 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.

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- PROCEDURE:**
1. Student must meet with Advisor/Coordinator of Area of Concentration/Program Director for re-enrollment approval of a required course in which an unacceptable grade was earned.
  2. When the student desires to have ONLY the most recent course grade computed in his/her GPA, he/she must initiate the following steps.
  3. Student downloads the "[course repeat form](#)" from the Registrar's website or obtains one from the Student Affairs and Alumni Relations (SAAR) Office and gives the form to his/her Advisor or designee.
  4. The Advisor/designee completes the form with new posted grade and signature and forwards it to The Associate Dean of SAAR, who signs the course repeat form and forwards it to The Office of the Registrar for processing.

See University Policy: [09-01-09](#)