

(PROCEDURE)

Procedure:	Repeating Courses	Procedure No.:	AA4016.1
Authority:	College President	Associated Policy Reference No.:	AA4016
Procedure Owner:	Vice President for Academic Affairs	Responsible Party:	Registrar
Approved:	11/2/1994		
Revised:	March 12, 2024		

Purpose

The purpose of this procedure is to inform students of the steps necessary to repeat a course.

Statement of the Procedure

A student may repeat a course up to two times. All grades remain on a student's transcript. If a course is repeated, only the higher grade will enter into the cumulative G.P.A.

This excludes courses that are taken for multiple credits (Ex. MUS 190, MUS 195, MUS 290, etc.) or courses in which a grade of "W" was received.

Students who would like to repeat a course more than twice must appeal to the Vice President for Academic Affairs in writing.

Related Policies (by number)

AA4016 Repeating Courses

To Whom it Applies (title or department)

SUNY Broome students

Action <i>(Created, Reviewed, Retired)</i>	Date	Initials	Position Title
<i>Created (3.7)</i>	11/2/1994		
Revised	03/11/2024	PK	VP Acad Affairs