

**Section:** 300

**Section Title:** Academic

**Policy Number:** 300-E

**Policy Name:** Retaking [Courses](#) and ~~Repeating Courses~~[Grade Replacement Policy](#)  
**Policy**

~~Graduate and~~ Undergraduate [and Graduate](#) students may retake courses, ~~and~~  
~~undergraduate students may repeat courses~~ [and/or replace previous grades](#) under certain  
circumstances.

**Reason for Policy**

To set forth policy and procedures by which students may retake ~~and repeat~~  
~~courses~~ [and courses and be eligible for grade replacement](#).

**To Whom Does The Policy Apply**

All matriculated students.

**Related Documents**

Procedure; Office of the Registrar website

**Contacts**

Office of the Provost: 201-684-7532

**Procedure**

**~~RETAKING AND REPEATING COURSES POLICY~~**

~~Graduate and u~~Undergraduate [and Graduate](#) students may retake courses, ~~and undergraduate~~  
~~students may repeat courses~~ [and replace previous grades](#) under certain circumstances. ~~It is~~  
~~important for students to understand that “retaking a course” and “repeating a course” mean very~~  
~~different things at Ramapo College. These differences are explained in the procedure.~~

**PROCEDURE**

~~At Ramapo College, “retaking” a course is different from “repeating” a course. Each action is~~  
~~described fully below.~~

**RETAKING COURSES**

**Undergraduate Students**

Undergraduate ~~and graduate~~ students may, without any additional requirements, retake *once* a  
course they already took regardless of whether they passed or failed it. If the course was

previously *passed*, the student must submit a ~~Request to Retake a~~ Course Form ~~in to~~ the Office of the Registrar ~~before registering so that they may be registered~~ for the course.

Any student who would like to retake a course *more than once* (*regardless of prior grade*) may do so only with the permission of the Academic Dean of the School that offers the course. (Note: If a student retakes a course *previously passed*, the ~~course~~-credits ~~may will~~ only be counted once toward fulfilling degree requirements. ~~Therefore, the credits issued for the course when it was originally taken must be subtracted from the “earned credit” column on the transcript and degree evaluation, and only the credits issued when the course is retaken will count as “earned credit.”~~)

The decision to retake a course is left to student discretion except when a student has earned a grade lower than what is established by the program for a prerequisite course, if applicable, or an ‘F’ in a program-*required* course. When this occurs, the failed course must be retaken in order to successfully complete all degree requirements.

Retaking a course will affect the student’s transcript and grade point average (GPA) in the following ways:

1. When a student retakes a course, *all* courses and *all* grades earned appear on the transcript.
2. When a student retakes a course, *all* grades earned are included in the calculation of the student’s *cumulative* GPA, but only the highest grade earned is included in the calculation of the student’s *major* GPA.

### **Graduate Students**

Graduate students may, without any additional requirements, retake *once* a course they already took regardless of whether they passed or failed it. If the course was previously passed, the student must submit a ~~Request to Retake a~~ Course Form ~~in to~~ the Office of the Registrar ~~before registering so that they may be registered~~ for the course.

Any student who would like to retake a course *more than once* (*regardless of prior grade*) may do so only with the permission of the Graduate Program Director (for the program the student is enrolled in) and the Academic Dean of the School that offers the course. (Note: If a student retakes a course *previously passed*, the ~~course~~-credits ~~may will~~ only be counted once toward fulfilling degree requirements.) ~~Therefore, the credits issued for the course when it was~~

~~originally taken must be subtracted from the “earned credit” column on the transcript and degree evaluation, and only the credits issued when the course is retaken will count as “earned credit.”~~

The decision to retake a course is left to student discretion except when a student has earned a grade lower than what is established by the program for a prerequisite course, if applicable, or an “F” in a program-*required* course. When this occurs, the failed course must be retaken in order to successfully complete all degree requirements.

Retaking a course will affect the student’s transcript and grade point average (GPA) in the following ways:

1. When a student retakes a course, *all* courses and *all* grades earned appear on the transcript.
2. When a student retakes a course, *all* grades earned are included in the calculation of the student’s cumulative GPA, which is used for determination of academic standing. Only the highest grade earned is included in the calculation of the student’s *graduate* program GPA, used to determine graduation eligibility.

## REPEATING COURSES GRADE REPLACEMENT

### Undergraduate Students

Undergraduate students are also allowed to ~~“repeat courses”~~ replace previous grades under certain circumstances.

Undergraduate students may choose to apply for ~~the “repeat course option,”~~ grade replacement which allows a grade previously earned in the course to be excluded from the cumulative grade point average (GPA) calculation. (Note: ~~Repeating a course~~ Replacing a grade does not remove the previously-earned grade from the undergraduate student’s academic transcript.)

An undergraduate student who wishes to ~~repeat a course~~ replace a grade must complete the following steps and be aware of the following information:

1. An undergraduate student may ~~repeat a course~~ replace a grade regardless of whether they previously passed or failed the course in order to try to earn a better grade.

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2. The student should consult with their [academic](#) advisor before applying for ~~the repeat course option~~[grade replacement](#). Any undergraduate student who receives financial aid and who wishes to ~~repeat a course~~[replace a grade](#) should consult with the Office of Financial Aid to determine if ~~repeating-retaking~~ a course will have any impact on their financial aid award.
  3. Undergraduate students who have been ~~notified that they are~~ suspended or dismissed and wish to appeal ~~their suspensions or dismissals~~ must apply for all applicable ~~repeat courses~~[grade replacements](#) prior to submitting written appeals for immediate reinstatement. Students who accept their suspensions or dismissals or who are ~~later~~ notified that ~~the Dean did not accept their appeals~~[their appeal was not approved](#) may not apply for any ~~repeat course options~~[grade replacements](#) until such time ~~as they regain probationary status~~[they are approved for return](#). ~~Suspended students who serve their suspension terms and later apply successfully for reinstatement or readmission on probationary status may again use the repeat course~~[grade replacement option](#).
  4. ~~All repeat course options must be requested by the time a student applies for graduation following the Graduation Application deadline posted on the Academic Calendar.~~
- 5.4. The following guidelines and limitations apply to ~~repeat course option~~[grading grade replacements](#):

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- If an undergraduate student wishes to ~~use the repeat course option~~[replace grades](#), the student must ~~apply to and obtain approval from the Center for Student Success~~[submit a Grade Replacement form to the Office of the Registrar](#). If the course was previously *passed*, the student must also submit a ~~Request to Retake a Course Form~~ ~~in to~~ the Office of the Registrar ~~before registering~~[so that they may be registered](#) for the course.
- The ~~repeat course~~[grade replacement](#) option is only available **four times total** during a student's [undergraduate](#) academic career at the College.

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- As zero-credit courses have no impact on a student's GPA, using a grade replacement for these courses will not have impact on the student's academic transcript. If requested, it will be processed accordingly and will count as one of the four times total as described.
- Only ~~one repeat course option~~ grade replacement can be issued per course, regardless of how many grades were previously earned in the course. The lowest grade earned (or *one* of the lowest grades earned if the course was previously taken multiple times) will be excluded from the student's *cumulative* GPA if a ~~repeat course option~~ grade replacement is issued.
- The course must bear the same subject, course number, and title as the course that is being ~~repeated~~ replaced. In cases where the course being ~~repeated~~ replaced has been discontinued and is no longer active, the student may request the ~~repeat course option~~ grade replacement be issued for the equivalent renumbered course should one exist (e.g., if SOSC 101 has been discontinued and its equivalent renumbered course is SOSC 110). (Note: A student cannot use a ~~repeat course option~~ grade replacement for a discontinued course that is no longer offered and has not been ~~replaced~~ substituted-given with an equivalent course.)
- The course may carry the same number or a different number of credits. The ~~repeat course option~~ grade replacement may be used for lecture/lab courses that have been discontinued and renumbered, which bear a different number of credits than the course being ~~repeated~~ replaced (e.g., if the 4-credit BIOL 110 has been discontinued and its two equivalent renumbered courses are the 4-credit BIOL 111 plus the 1-credit BIOL 111L).
- Grade replacement is not available for a course in which an academic integrity violation occurred and the sanction was an F. ~~A course in which an academic integrity violation occurred and a sanction was imposed is not eligible for the repeat course~~

~~option. This applies regardless of whether the sanction imposed, as a consequence for the academic integrity violation, resulted in the course being passed or failed.~~

- A student may not substitute an Independent Study for the course being ~~repeated-replaced~~ and use ~~the repeat course option~~ grade replacement.
- A student may not use ~~the repeat course option~~ grade replacement for an Independent Study.
- A student may not use ~~the repeat course option~~ grade replacement for a Topics course unless the student ~~repeats~~ retakes the course with an *identical* topic.
- ~~The repeat course option~~ A grade replacement is not reversible once processed to the student's academic transcript at a later date.
- All grade replacements must be processed before graduation. Once a student graduates, a grade replacement cannot be applied as no changes of any kind can be made to the academic record.

Repeating a courseReplacing a grade will affect the student's transcript and grade point average (GPA) in the following ways:

1. When an undergraduate student is approved for the ~~repeat course option~~ grade replacement after successfully retaking a course, an R will appear immediately next to the original grade earned in the course on the student's transcript (e.g., RC-, RD+, RF).
2. Once the ~~repeat course option~~ grade replacement is applied, *one* lower grade previously earned in the course will be excluded from the calculation of the student's *cumulative* GPA calculation. Only the highest grade earned is included in the calculation of the student's *major* GPA (Important Note: Some graduate/professional school admission processes will re-calculate a student's GPA to include *all* grades earned.)
3. Once the ~~repeat course~~ grade replacement has been ~~grade (e.g., RC-, RD+, RF)~~ is posted on the to the student's academic transcript, past and current cumulative and semester GPAs will be updated automatically, but the history of academic standing will not change on the unofficial transcript.

3.4. Once a student has graduated, no changes of any kind may be made to the record.

### **Graduate Students**

Graduate students are also allowed to ~~“repeat courses”~~ replace previous grades under certain circumstances.

Graduate students may choose to apply for ~~the “repeat course option”~~ grade replacement which allows a grade previously earned in the course to be excluded from the cumulative grade point average (GPA) calculation. (Note: Repeating a course Replacing a grade does not remove the previously-earned grade from the graduate student’s academic transcript.)

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A graduate student who wishes to ~~repeat a course~~ replace a grade must complete the following steps and be aware of the following information:

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1. A graduate student may ~~repeat a course~~ replace a grade regardless of whether they previously passed or failed the course in order to try to earn a better grade.
2. The student should consult with their ~~advisor~~ Program Director before applying for the ~~repeat course option~~ grade replacement. Any graduate students who receive financial aid and who wish to ~~repeat a course~~ replace a grade can only ~~repeat-retake~~ replace a grade a course once without having any impact on their financial aid award.
3. ~~All graduate students that are receiving financial aid are required to maintain a cumulative 3.0 GPA. If a student loses their financial aid for failure of maintaining a 3.0 cumulative GPA, they have the right to appeal through the Office of Financial Aid.~~
- 4.3. Graduate students who have been ~~notified that they are suspended or dismissed and wish to appeal their suspensions or dismissals~~ must apply for all applicable ~~repeat courses~~ grade replacements prior to submitting written appeals for immediate reinstatement. Students who accept their ~~suspensions or dismissals~~ or who are ~~later~~ notified that ~~the Dean did not accept their appeals~~ their appeal was not approved may not apply for any ~~repeat course options~~ grade replacements until such time as they ~~regain probationary status~~ are approved for return. ~~Suspended students who serve their suspension terms and~~

~~later apply successfully for reinstatement or readmission on probationary status may again use the repeat course option.~~

~~5. All repeat course options must be requested by the time a student applies for graduation following the Graduation Application deadline posted on the Academic Calendar.~~

~~6.4. The following guidelines and limitations apply to repeat course option grading grade replacements:~~

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- If a graduate student wishes to use ~~the repeat course option~~ a grade replacement, the student must apply to and obtain approval from the Graduate Program Director (for the program in which the student is enrolled in). If the course was previously *passed*, the student must also submit a Request to Retake a Course Form ~~in to~~ the Office of the Registrar ~~before registering so that they may be registered~~ for the course.
- ~~The repeat course option~~ Grade replacement is only available **two times total** during a student's graduate academic career at the College.
- ~~Foundational courses have no impact on a student's program GPA, however, do impact a student's cumulative GPA. Therefore, using a grade replacement for these courses will not have impact on the student's program GPA. If requested, it will be processed accordingly and will count as one of the two times total as described.~~ For courses that do not impact a student's ~~cumulative~~ cumulative and/or program GPA, a replacement grade will likewise have no impact. It is the student's responsibility to consult with their Program Director and determine if a replacement grade request is advised. If requested, it will be processed accordingly and will count as one of the two times total as described.
- ~~•~~
- Only ~~one repeat course option~~ grade replacement can be issued per course, regardless of how many grades were previously

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earned in the course. The lowest grade earned (or *one* of the lowest grades earned if the course was previously taken multiple times) will be excluded from the student's *cumulative* GPA if a ~~repeat course option~~ grade replacement is issued.

- The course must bear the same subject, course number, and title as the course that is being ~~repeated~~ replaced. In cases where the course being ~~repeated~~ replaced has been discontinued and is no longer active, the student may request the ~~repeat course option~~ grade replacement be issued for the equivalent renumbered course should one exist (e.g., if SOSC 101 has been discontinued and its equivalent renumbered course is SOSC 110). (Note: A student cannot use a ~~repeat-grade replacement course option~~ for a discontinued course that is no longer offered and has not been ~~replaced~~ substituted given with an equivalent course).
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