

# **Course Repeat Policy**

## **Undergraduate**

Undergraduate students may elect to repeat any course at Charter Oak State College or course taken at another institution, to improve their grade. Both attempts of a course will appear on the transcript. The most recent grade will be calculated into the grade point average and will be applied to the degree. Students should check with their academic counselor before repeating a course.

Repeating a course for which a grade of D- or higher was received may have implications on Financial Aid. Students are advised to contact Financial Aid prior to repeating a course.

## **Graduate**

Graduate students are required to repeat a course if they receive a course grade lower than a B-. Both attempts of the course will appear on the transcript. The most recent grade will be calculated into the grade point average and will be applied to the degree. Graduate students who have been dropped from a degree program may not use the course repeat process to gain readmission into that degree program.

Students are advised to contact Financial Aid prior to repeating a course.

## **Portfolio Re-Submission Policy**

Students may elect to submit a second portfolio challenging the same course when credit is not recommended for the first submission; the usual assessment fee will be levied. If credit is not recommended for the second submission, the student cannot resubmit another portfolio challenging that same course. When credit is not recommended, it is not reflected on the student's transcript as the College does not record on an individual's record any information concerning transferred courses, examinations, or credit by portfolio for which the grade or score was below the level of a Pass.