

## **REPEATING UNDERGRADUATE COURSES GUIDELINES**

A student may repeat a course previously taken up to three (3) times. The original course(s) and grade(s) are retained on the academic record. The grade received the last time the course is taken, excluding I, W, CR or NC, is the only grade used in computing the cumulative grade point average. Credit is given for a course only once, even though it can be repeated up to three (3) times.

For exceptions to the limitation policy, a student may appeal to the Chairperson/Department Head of the department offering the course. In the event that the student is dissatisfied with the resolution at the department head's level, he or she may appeal that decision to the Dean's office. **The dean's decision is final.**

If a student wishes to repeat a FSU course at a college or university that does not have a Ferris equivalency for that course, the student must receive permission for a course substitution from the Chairperson/Department Head of the department that offers the FSU course.

This supersedes "*Repeating a Course Policy*" Effective Fall 2005. This will be in effect for all undergraduate courses repeated after August 31, 2008.