

Course Repeat Policy – TBES

ROWAN UNIVERSITY POLICY

Title: Course Repeat Policy – Rowan-Virtua School of Translational Biomedical Engineering and Science (TBES)

Subject: Academic Affairs

Policy No: AA:2013:02

Applies: Rowan-Virtua TBES Students

Issuing Authority: Dean, Rowan-Virtua SOM

Responsible Officer: Rowan-Virtua Dean

Adopted: 7/01/2013

Amended: 2/17/2022

Last Revision: 8/12/2025

Last Reviewed: 8/12/2025

I. PURPOSE

This policy defines the Course Repeat Policy for all students in the TBES.

II. ACCOUNTABILITY

Under the direction of the TBES Dean, the Program Director(s) shall ensure compliance with and implement this policy.

III. APPLICABILITY

This policy applies to all TBES students.

IV. POLICY

TBES allows students to repeat courses under specific, limited conditions. All course repeats require approval, and a student will be unable to re-register for a course without approval. If permitted, a course may be repeated only once, and only two courses may be repeated during a student's enrollment. This policy includes courses taken while in a non-matriculated status.

Repetition of any course results in both the original grade and the new grade appearing on the transcript. Effective for implementation in spring 2021, the highest grade is included in grade point average and crediting purposes; previously only the most recent grade was

included. This is not retroactive to previous terms. Students repeating a course, including courses from which they withdrew, must re-register for the course and are subject to paying tuition for that course.

All students re-registering for a course, including courses from which they withdrew, must receive a Repeat Waiver from the Program Director before they will be permitted to self-register for the course. To request a Repeat Waiver, contact the Program Director. Receiving the waiver may require a meeting with the Program Director to discuss the reasons for the repeat and the student's progress in the program.