

# REPEATING A COURSE

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1. Students may repeat any course once. In each case, the original grade is replaced by the second grade earned, whether higher or lower, when calculating the G.P.A. The original grade will remain on the transcript, although it is not used for G.P.A. calculation. Students must complete and submit the permission to repeat a course request located here (<https://dyc0.sharepoint.com/sites/SolutionsCenter/SitePages/Forms.aspx>), (<http://www.dyc.edu/academics/registrar/>) at the time of registration for a second repeat of a course. Students should take note that, if the repetition is not required by the university, New York state will not allow the credit hours for the course to be included in the minimum course load required for financial aid purposes.
2. For any additional repeat of any course, permission must be recommended by the department chair and forwarded to the vice president for academic affairs or dean, as appropriate for final decision.
3. Students who fail a course or do not meet minimum course requirements for a major at D'Youville University may only replace the failure by passing the course at D'Youville University. Only by special permission would a student be allowed to register off campus for a course failed at D'Youville University. Permission must be secured beforehand according to the off-campus study form.