

ELIZABETH CITY STATE UNIVERSITY
Repeating of Courses Policy

Students who receive a grade of “C” or better in a course may repeat that course if any of the following apply:

1. The course is specifically required by the student’s academic major and/or the Honors Program and a grade of “C” is also required or is a prerequisite for another course in the major.
2. If the course description carries the statement, “may be repeated” or “repeated to a maximum of credits” repeated registration in a course may be allowed. This applies basically to laboratory/hands-on courses such as THEA 320-University Players.

Academic departments may require students to repeat a course under circumstances where at least six years have elapsed since a student’s initial enrollment in a course and current knowledge of the course’s content is needed.

A student may repeat a given course only twice. The student may repeat a maximum of 16 semester hours during his matriculation toward a degree.

All grades received will be recorded on the student’ permanent record. But only the higher grade is computed in earned hours. To repeat a course, a student must obtain a **Repeat of Course Form** from the Registrar’s Office prior to registering for the course indicating permission has been granted by the student’s faculty advisor, Departmental Chairperson and the Dean of the appropriate school.

A course repeat may be taken at ECSU or, with prior approval, at another four-year institution.

Appeals or request for waiver of any of the terms associated with this policy may be made to the university’s Academic Standards and Credits Committee.