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## FROM: General Information section:

## Incomplete Grade

For all undergraduate students, the time limit for completing course requirements for courses in which the grade of Incomplete was received is the last day of classes of the succeeding semester (summer sessions not included). For further information, students and their advisors should consult the Manual on Academic Policies & Procedures (MAPP) at www.ric.edu/academics/Documents/AcademicPoliciesProceduresrev8-18.pdf.

## Repeating a Course

A student may repeat **only once** any course taken for undergraduate credit that is not subject to restrictions within undergraduate programs. A student who wishes to repeat a course a second time may request permission to do so from the Academic Standing Committee. Forms for petitioning the Academic Standing Committee are available in the Records Office or online at www.ric.edu/recordsoffice/Pages/Forms.aspx.

The latest grade for a repeated course will be included in the calculation of the cumulative grade point average and will appear on the student’s transcript. The original course and grade will also appear on the transcript. Only grades for courses repeated at Rhode Island College will be adjusted.

## Auditing a Course

To audit a course is to participate in a course without receiving credit for the course or having the grade point average affected. Auditing requires consent of the instructor and the appropriate department chair.

During the first two weeks of a semester, if registration for the course has not been closed, a course may be added for audit through regular Add/Drop procedures without a late registration fee charged. Conversely, during the first two weeks of the semester, a course that was audited may be dropped and added for credit with no late registration fee charged.

Full-time undergraduate students may register as auditors without paying additional fees. Part-time students pay the usual per-credit fee. Any refunds will be made only at the student’s request and according to the standard Rhode Island College refund schedules.