

Policy Revision

Policy Title	Repeating a Course and Grade Replacement – consolidated title, formerly Grade Replacement Opportunity (GRO) and Repeating a Course		
Policy URL	https://catalog.arizona.edu/policy/grade-replacement-opportunity-gro https://catalog.arizona.edu/policy/repeating-course		
Rationale for Update	<ul style="list-style-type: none"> • Updating policy formatting and language for clarity. • Consolidating GRO and Course Repeat policies into one policy, as GRO depends on students' ability to repeat courses. • At the request of the advising community, eliminating the cap limiting students' access to GRO once they've earned more than 60 units. Update would allow undergraduate students to GRO courses regardless of how many University Credits they have earned. The elimination of this cap is intended to give students more equal opportunity to GRO for students whether they started as a first-year student at the institution or transferred coursework in later in their undergraduate career. 		
Contact Person for Questions	Abbie Sorg		
Responsible Unit	Office of the Registrar	URL	Click or tap here to enter text.
Career Applicability	<input checked="" type="checkbox"/> Undergraduate <input checked="" type="checkbox"/> Graduate <input type="checkbox"/> Law <input type="checkbox"/> Medicine <input type="checkbox"/> Pharmacy <input type="checkbox"/> Veterinary Medicine		
Approvals Granted <i>(for council use only)</i>	UGC Policies Subcommittee	Scheduled: 4/19/2022	Status: Approved with revisions 4/19/2022
	Undergraduate Council	Scheduled: 5/3/2022	Status: Approved 5/3/2022
	Graduate Council	Scheduled: 9/16/2022	Status: Approved 9/16/2022
	Undergraduate CAAC	Scheduled: 9/27/2022	Status: Approved 9/27/2022
	Graduate CAAC	Scheduled: 9/13/2022, 10/11/2022	Status: Approved 10/11/2022
	Faculty Senate Executive Committee	Scheduled:	Status:
	Faculty Senate	Scheduled:	Status:

Policy Revision Side by Side

Additions in **Green** – Deletions in **Yellow**

Existing Policy

Grade Replacement Opportunity

Before applying for GRO, please read "The Truth about GRO(link is external)"

1. Undergraduates who have not received a bachelor's degree from this University may repeat under the Grade Replacement Opportunity (GRO), only once, certain courses in which they received **grades** of C, D, or E.
2. All undergraduates who have earned fewer than 60 University Credits (i.e., units in residence at the UA) at the time of application for GRO are eligible. Students with 60 or more earned University Credits may retake courses in accordance with the **Course Repeat Policy** but without use of the GRO.
3. GRO requests for regular dated classes in any session may be submitted online during GRO filing periods. See the exact **GRO Filing Deadlines(link is external)** and the **GRO Information(link is external)** page.
4. Graduate students are not eligible for GRO.
5. The repeat GRO attempt department, course number, and grading type must be identical to the first attempt.
6. "Credit by Exam", "Grade by Exam", "Individual Studies" courses, "Success Courses," "Developmental Courses" (i.e., those with AX/BX after the course number), and "Pass/Fail" courses cannot be taken under GRO. Individual Studies is defined as courses with numbers ending in 91 (Preceptorship), 92 (directed research), 93 (internship), 94 (practicum), and 99 (independent study).
7. A total of 3 courses may be repeated under GRO.
8. A GRO repeated course grade will replace only one previous grade. (Example: if a course has been graded more than once, the GRO repeated course grade will replace only one of the graded courses.)
9. The repeated attempt under GRO is the grade used in the calculation of the **grade-point-average (GPA)**, even if lower than the first attempt, except in the case of #10 below. Both grades earned in the first and the GRO-repeat attempts will remain on the academic record. If a student passes the first attempt, but fails the repeat attempt, the failing grade is calculated in the grade-point-average; however the units

Proposed Edit

Repeating a Course

Students may attempt the same course at the University no more than **twice**. Courses that may be attempted no more than twice include:

- courses completed with a passing or failing grade (i.e., C, D, E, S, P, F, I grades)
- courses that were audited or withdrawn from (i.e., O, W, E, WO, XO grades). Thus, a student who drops a course any time after the **drop deadline** has attempted that course. Repeating a course with the Grade Replacement Opportunity (**GRO**) counts as an additional attempt.

Certain courses may be repeated and are excluded from the count of attempts:

- courses included in a **complete withdrawal** from the University (i.e., WC grade)
- courses cancelled by the department offering the course
- courses designated as repeatable for credit

Certain courses may not be repeated:

- courses with original grades of A or B, except as specifically provided by departments on a course-by-course basis
- **Success Courses**

Grading for Repeated Courses

By default for all students, when a completed course with a passing or failing grade is repeated, the cumulative **grade-point-average (GPA)** will reflect the grades earned in both the first and second attempts. Credit will be applied only once to the degree program, unless the course is designated repeatable for credit by the department.

Undergraduate Grade Replacement Opportunity

Undergraduate students who have not received a bachelor's degree from the University of Arizona may use the Grade Replacement Opportunity (GRO) when repeating certain undergraduate courses;

Existing Policy

earned in the first attempt may be applied toward degree requirements.

10. GRO repeat attempt grades of O, W, **WC**, WO or XO count as attempts, but do not replace the grade in the first attempt.
11. When the final grade for the GRO repeat attempt has been processed in the Office of the Registrar, the cumulative units and grade-point-average will be adjusted. Grades of I and Y are not final grades.
12. **University, college or department** policies or **certain** circumstances may limit the **option** to use the Grade Replacement Opportunity. Neither the department nor the Office of the Registrar is responsible for the loss of this opportunity due to changes in course offerings, such as course cancellation, unit change, time change, **etc.**
13. After filing **the GRO form**, it **becomes** the STUDENT'S RESPONSIBILITY to notify the **Office of the Registrar(link is external)**, **Administration Bldg. Rm. 210**, of ANY CHANGE that may affect the registration in the course being repeated.

Further Information:

- ~~**Will GRO help you achieve your goals? See The Truth about GRO(link is external)**~~ for what it will and won't accomplish.
- ~~**Please direct specific questions about GRO to your academic advisor.**~~

Proposed Edit

graduate students and graduate-level courses are not eligible. **GRO offers students the ability to replace grades of C, D, or E by repeating the course. Grades earned using the GRO will replace one previous grade for the course in the calculation of the grade-point-average (GPA), even if the grade from the repeated attempt is lower than the first attempt. Both the original grade and the grade from the **repeated attempt** remain **on the academic record. GRO may be used for a maximum of 3 courses.****

The GRO filing process and instructions are accessible on the Office of the Registrar website. GRO filing deadlines are set by the Registrar and published at Dates and Deadlines. When the final grade for the GRO repeat attempt has been processed in the Office of the Registrar, the cumulative units and **grade-point-average (GPA)** will be adjusted. Grades of I and Y are not final grades. After filing **for** GRO, it **is** the **student's responsibility** to notify the **Office of the Registrar** of **any change** that may affect the registration in the course being repeated.

- **GRO may only be used when repeating the same course with the same grading type; students cannot replace a grade in the original course using a different course.**
- **The following course types are not eligible for GRO:** Credit by Exam, Grade by Exam, Individual Studies courses (i.e., Preceptorship, Directed Research, Internship, Practicum, and Independent Study), Developmental courses (i.e., those with AX/BX after the course number), and courses taken for Pass/Fail grades.
- GRO repeat attempt grades of O, W, WO or XO count as attempts, but do not replace the grade in the first attempt.
- If a student passes the first attempt, but fails the **GRO** repeat attempt, the failing grade is calculated in the **grade-point-average (GPA)**; however the units earned in the first attempt may be applied toward degree requirements.
- Policies or circumstances may limit the **opportunity** to use the **GRO**. Neither the department nor the Office of the Registrar is responsible for the loss of this opportunity due to changes in

Existing Policy	Proposed Edit
	course offerings such as course cancellation, unit change, or time change.

Existing Policy	Proposed Edit
<p data-bbox="109 191 382 224">Repeating a Course</p> <p data-bbox="109 298 1039 683">An undergraduate or graduate student may attempt the same course at the University no more than twice, whether the student completes the course with a passing or failing grade (i.e., C, D, E, S, P, F, I) or whether the student audits, withdraws or is administratively dropped from the course (i.e., O, W, E, WO, XO). Thus, an undergraduate student who drops a course any time after the first withdrawal deadline (e.g., after the second week of the semester), or a graduate student who drops a course any time after the first withdrawal deadline (e.g., after the fourth week of classes) has had one attempt with that course. Repeating a course with the Grade Replacement Opportunity (GRO) counts as an additional attempt.</p> <p data-bbox="109 711 1039 834">Excluded from the count of attempts is a complete withdrawal from the University (i.e., WC grade), a course cancellation by the department offering the course, and courses that are designated as repeatable for credit.</p> <p data-bbox="109 862 1039 1117">Original grades of A or B may not be repeated, except as specifically provided by departments on a course-by-course basis. Additionally, designated Success Courses may not be repeated. When a completed course with a passing or failing grade is repeated without use of the GRO, the cumulative grade-point-average (GPA) will reflect the grades earned in the first and second attempts. Credit will be applied only once to the degree program, unless the course is designated repeatable for credit by the department.</p>	

Grade Replacement Opportunity (GRO) & Repeating a Course: Policy Benchmarking

Summary

A review of 17* ABOR peer and similar institutions' policies on grade replacement and repeating a course reveals that all institutions allow undergraduate students to repeat courses, but only 10 institutions offer grade replacement options.

The University of Arizona's current credit maximum for GRO errs on the conservative side with 3 courses; the highest number of credits eligible for grade replacement was 20 (though 2 institutions did not list a credit maximum at all). The University of Maryland is the only institution besides the University of Arizona that limits how far into academic progression a student has the option to replace a grade.

7 institutions allow undergraduate students one chance to repeat each course, and a subsequent attempt requires a petition or permission from a dean, college, or advisor. 6 institutions do not state a limit to how many times a course may be repeated.

The highest grade an undergraduate student can receive for a course and be eligible to repeat it is closely split between C, D, and no grade stated.

Only 9 out of 17 institutions have published a Course Repeat policy addressing graduate students. 8 institutions allow students to repeat courses 1-2 times with permission from an advisor/dean/department. The University of Florida is the only institution that does not allow graduate students to repeat courses (except in rare cases).

Aside from one institution that allows advisors to determine whether students may replace a grade, no institutions researched have a grade replacement option for graduate students; all attempts are calculated in the GPA.

*No information could be located for the University of Iowa.

A. Grade Replacement - Undergraduate

GRADE REPLACEMENT CREDIT MAXIMUM	INSTITUTION
No grade replacement option; all graded attempts calculated in GPA	<ul style="list-style-type: none"> • University of Florida • University of North Carolina • Texas A&M University • University of Texas • University of Washington • University of Wisconsin
3 courses	<ul style="list-style-type: none"> • University of Arizona • Ohio State University (extenuating circumstances won't count toward 3)
4 courses or 10 semester hours	<ul style="list-style-type: none"> • University of Illinois
12 hours	<ul style="list-style-type: none"> • Arizona State University

12 credits	<ul style="list-style-type: none"> • Pennsylvania State University
16 credits	<ul style="list-style-type: none"> • UC Davis • UCLA
18 credits	<ul style="list-style-type: none"> • University of Maryland*
20 credits	<ul style="list-style-type: none"> • Michigan State University
No limit	<ul style="list-style-type: none"> • Northern Arizona University • University of Minnesota
No data found	<ul style="list-style-type: none"> • University of Iowa

* Students may only GRO courses taken in the first semester or first 24 attempted units.

Grade Replacement – Graduate

GRADE REPLACEMENT CREDIT MAXIMUM	INSTITUTION
No grade replacement option; all graded attempts included in GPA calculation	<ul style="list-style-type: none"> • University of Arizona • Northern Arizona University • UC Davis • UCLA • University of Florida • University of Minnesota • Ohio State University • University of Washington • University of Wisconsin
Decision of advisor/dean/college	<ul style="list-style-type: none"> • Michigan State University
No data found	<ul style="list-style-type: none"> • Arizona State University • University of Illinois • University of Iowa • University of Maryland • University of North Carolina • Pennsylvania State University • Texas A&M University • University of Texas

B. Repeating a Course – Undergraduate

MAXIMUM REPEATS ALLOWED PER COURSE	INSTITUTION
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1	<ul style="list-style-type: none"> • University of Arizona • Arizona State University
1 (must be petitioned)	<ul style="list-style-type: none"> • Ohio State University
2	<ul style="list-style-type: none"> • Texas A&M University
2 (second repeat requires department/dean/advisor permission or student petition)	<ul style="list-style-type: none"> • Northern Arizona University • UC Davis • UCLA • University of Maryland • University of Minnesota • Pennsylvania State University • University of Washington
No limit stated	<ul style="list-style-type: none"> • University of Florida • University of Illinois • Michigan State University • University of North Carolina • University of Texas • University of Wisconsin
No data found	<ul style="list-style-type: none"> • University of Iowa

Repeating a Course - Graduate

MAXIMUM REPEATS ALLOWED PER COURSE	INSTITUTION
0	<ul style="list-style-type: none"> • University of Florida
1	<ul style="list-style-type: none"> • University of Arizona
1 (requires advisor, dean, or department permission)	<ul style="list-style-type: none"> • Northern Arizona University
2 (second repeat requires department/dean/advisor permission or student petition)	<ul style="list-style-type: none"> • UC Davis • UCLA • University of Minnesota
Decision of advisor/dean/college	<ul style="list-style-type: none"> • Michigan State University • Ohio State University
No limit stated	<ul style="list-style-type: none"> • University of Washington • University of Wisconsin
	<ul style="list-style-type: none"> • Arizona State University • University of Illinois • University of Iowa

No data found	<ul style="list-style-type: none"> • University of Maryland • University of North Carolina • Pennsylvania State University • Texas A&M University • University of Texas
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C. Grading Requirements – Undergraduate

HIGHEST GRADE REPEATABLE	INSTITUTION
No grade requirement stated	<ul style="list-style-type: none"> • University of Maryland • University of Minnesota • University of North Carolina • Ohio State University • University of Washington • University of Wisconsin
C	<ul style="list-style-type: none"> • University of Arizona • UCLA • University of Florida* • University of Illinois • Michigan State University • Texas A&M University
D	<ul style="list-style-type: none"> • Arizona State University • Northern Arizona University* • UC Davis • Pennsylvania State University • University of Texas
No data found	<ul style="list-style-type: none"> • University of Iowa

*Students may be able to repeat courses in which they received a higher grade than listed through petition or permission of department.

Grading Requirements – Graduate

HIGHEST GRADE REPEATABLE	INSTITUTION
No grade allows repetition	<ul style="list-style-type: none"> • University of Florida
C	<ul style="list-style-type: none"> • University of Arizona • Northern Arizona University • UC Davis • UCLA
Decision of advisor/department/dean	<ul style="list-style-type: none"> • Michigan State University • Ohio State University

No limit given	<ul style="list-style-type: none"> • University of Minnesota • University of Washington • University of Wisconsin
No data found	<ul style="list-style-type: none"> • Arizona State University • University of Illinois • University of Iowa • University of Maryland • University of North Carolina • Pennsylvania State University • Texas A&M University • University of Texas

Full Policy Texts

University of Arizona

<https://catalog.arizona.edu/policy/repeating-course>

Repeating a Course

Applies to: Undergraduate, Graduate

An undergraduate or graduate student may attempt the same course at the University no more than twice, whether the student completes the course with a passing or failing grade (i.e., C, D, E, S, P, F, I) or whether the student audits, withdraws or is administratively dropped from the course (i.e., O, W, E, WO, XO). Thus, an undergraduate student who drops a course any time after the first withdrawal deadline (e.g., after the second week of the semester), or a graduate student who drops a course any time after the first withdrawal deadline (e.g., after the fourth week of classes) has had one attempt with that course. Repeating a course with the Grade Replacement Opportunity (GRO) counts as an additional attempt.

Excluded from the count of attempts is a complete withdrawal from the University (i.e., WC grade), a course cancellation by the department offering the course, and courses that are designated as repeatable for credit.

Original grades of A or B may not be repeated, except as specifically provided by departments on a course-by-course basis. Additionally, designated Success Courses may not be repeated. When a completed course with a passing or failing grade is repeated without use of the GRO, the cumulative grade-point-average (GPA) will reflect the grades earned in the first and second attempts. Credit will be applied only once to the degree program, unless the course is designated repeatable for credit by the department.

University of Arizona

<https://catalog.arizona.edu/policy/grade-replacement-opportunity-gro>

Grade Replacement Opportunity (GRO)

Applies to: Undergraduate, Graduate

1. Undergraduates who have not received a bachelor's degree from this University may repeat under the Grade Replacement Opportunity (GRO), only once, certain courses in which they received grades of C, D, or E.

2. All undergraduates who have earned fewer than 60 University Credits (i.e., units in residence at the UA) at the time of application for GRO are eligible. Students with 60 or more earned University Credits may retake courses in accordance with the Course Repeat Policy but without use of the GRO.
3. GRO requests for regular-dated classes in any session may be submitted online during GRO filing periods. See the exact GRO Filing Deadlines(link is external) and the GRO Information(link is external) page.
4. Graduate students are not eligible for GRO.
5. The repeat GRO attempt department, course number, and grading type must be identical to the first attempt.
6. "Credit by Exam", "Grade by Exam", "Individual Studies" courses, "Success Courses," "Developmental Courses" (i.e., those with AX/BX after the course number), and "Pass/Fail" courses cannot be taken under GRO. Individual Studies is defined as courses with numbers ending in 91 (Preceptorship), 92 (directed research), 93 (internship), 94 (practicum), and 99 (independent study).
7. A total of 3 courses may be repeated under GRO.
8. A GRO repeated course grade will replace only one previous grade. (Example: if a course has been graded more than once, the GRO repeated course grade will replace only one of the graded courses.)
9. The repeated attempt under GRO is the grade used in the calculation of the grade-point-average (GPA), even if lower than the first attempt, except in the case of #10 below. Both grades earned in the first and the GRO repeat attempts will remain on the academic record. If a student passes the first attempt, but fails the repeat attempt, the failing grade is calculated in the grade-point-average; however the units earned in the first attempt may be applied toward degree requirements.
10. GRO repeat attempt grades of O, W, WC, WO or XO count as attempts, but do not replace the grade in the first attempt.
11. When the final grade for the GRO repeat attempt has been processed in the Office of the Registrar, the cumulative units and grade-point-average will be adjusted. Grades of I and Y are not final grades.
12. University, college or department policies or certain circumstances may limit the option to use the Grade Replacement Opportunity. Neither the department nor the Office of the Registrar is responsible for the loss of this opportunity due to changes in course offerings, such as course cancellation, unit change, time change, etc.
13. After filing the GRO form, it becomes the STUDENT's RESPONSIBILITY to notify the Office of the Registrar(link is external), Administration Bldg. Rm. 210, of ANY CHANGE that may affect the registration in the course being repeated.

Further Information:

Please direct specific questions about GRO to your academic advisor.

Arizona State University

<https://www.asu.edu/aad/manuals/ssm/ssm203-06.html>

Deletion of a "D" or "E" Grade Received by an Undergraduate Student in an Undergraduate Course Applies to:
Undergraduate

Purpose

To allow an undergraduate student to earn and have reflected in his or her academic record an improved grade for an undergraduate course in which a "D" or "E" grade was originally received.

Course Repetition

An undergraduate student who received a "D" or "E" grade in a course may repeat that course only once to attempt to earn an improved grade.

Academic Record Adjustment

For students admitted prior to the fall 2008 semester, the grade received through repeating the course will be reflected in the academic records based on the course level and is detailed in the first policy listed below. For students newly admitted fall 2008 and after the grade received through repeating the course will be reflected in the academic records based on the second policy detailed below.

Students Admitted Prior to Fall 2008

100 and 200 Level Courses

For 100 and 200 level course repetition, the student's academic record will reflect:

1. both grades received in the course on the student's transcript
and
2. only the highest grade received in the course in the student's grade point average.

300 and 400 Level Courses

For 300 and 400 level course repetition, the student's academic record will reflect:

3. both grades received in the course on the transcript
and
4. both grades received in the course in the student's grade point average.

Students Newly Admitted Fall 2008 and After

Students are permitted to repeat up to 12 hours and the following will apply:

For 100, 200, 300 and 400 level course repetition the student's academic record will reflect:

1. both grades received in the course on the student's transcript
and
2. only the highest grade received in the course in the student's cumulative grade point average.

All courses taken repeated beyond the 12 hour limit the following will apply:

For 100, 200, 300 and 400 level course repetition the student's academic record will reflect:

3. both grades received in the course on the student's transcript
and
4. the average course grade be included in the student's cumulative grade point average.

Procedure

RESPONSIBILITY	ACTION
Student	<ol style="list-style-type: none">1. Register for the course in which "D" or "E" grade was received.2. Earn an improved grade in the course.
University Registrar Services staff	<ol style="list-style-type: none">3. Change the student's academic record to reflect the grade change, if any, based upon applicable policy indicated above.

Student	4. Verify change by requesting an unofficial transcript at https://my.asu.edu (My ASU Web site).
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Arizona State University

Applies to: Graduate

NO POLICY LOCATED

Northern Arizona University

<https://www5.nau.edu/policies/Client/Details/516?wholsLooking=Students&pertainsTo=All&sortDirection=Ascending&page=1>

Course Repeat Policy, Undergraduate

Applies to: Undergraduate

In certain instances, undergraduate students may wish to repeat a course to improve a previous performance. Please be aware credit is only earned once for a course that is repeated. If you take a 3 unit course and repeat it, you will earn 3 units of credit, not 6.

Grade Replacement: Students may repeat a course at NAU once for grade replacement. The better of the two grades will be used in GPA calculations.

If student situations merit a second repeat due to extenuating circumstances, they may petition to repeat a course for the second time, by completing a "Petition to Repeat a Class for the 2nd Time" form found on the Registrar's website under Forms and Policies. If signed and approved, the form is submitted to the Registrar's Office for processing.

Repeat Rules

- Students may only repeat courses in which a grade of "D" or "F" was earned. Students may not repeat any courses in which a grade of "A" or "B" or "C" or "P" was earned.
- The same grading option must be used for the repeat course as was used when the course was taken initially. In other words, a course initially taken for a letter grade must be repeated for a letter grade, and a course taken Pass-Fail must be repeated Pass-Fail. When repeating a topics course or PES 100, the topic or physical education activity must be the same as when the course was originally taken.
- Because of the changing nature of their content, the following courses are not eligible for grade repeat and can only be retaken for additional credit and new grades:
 - Research
 - independent studies
 - internships
 - honors courses
 - some topics courses
- Students taking courses in an integrated format (courses with an "I" after the course number), may repeat these courses individually.
- Students may not repeat a course at another institution to replace a grade earned at Northern Arizona University. Students may satisfy a plan requirement by repeating a course at another institution if the

course is equivalent to the Northern Arizona University course. However, the grade will not be replaced, the student's GPA will not be affected, and additional credits will not be awarded for the repeat.

- Students may not repeat courses that Northern Arizona University has discontinued or canceled.
- Students may not repeat courses after their undergraduate degree has been awarded.

Special Circumstances

Some departments or colleges have received prior approval from NAU's Academic Standards Committee to allow students in certain programs to repeat some "C" grades for purposes of meeting minimum GPA requirements for specific academic plans.

Students should check with their advisors if they wish to repeat courses in which they received a "C". If students are allowed to repeat a course in which they earned a grade of "C", they must (a) get the approval from the department or college that offers the course before enrolling to repeat the course and (b) submit the form to the Registrar's Office for processing.

Caution

Repeating a class a second time could affect financial aid or eligibility for certain programs. Students receiving financial aid should check with a financial aid counselor about course repeat rules. Veterans, athletes, international students, or students who are recipients of tribal funding may have additional rules associated with course repeats. Check with appropriate departments for more information.

Northern Arizona University

<https://www5.nau.edu/policies/Client/Details/519?whosLooking=Students&pertainsTo=All&sortDirection=Ascending&page=1>

Course Repeat, Graduate

Applies to: Graduate

Graduate students do not normally repeat courses. However, if a grade of "C", "D", or "F" is received in a graduate course, students may repeat that course with advisor approval.

Courses repeated under the regular grading scale do not replace the grade for the prior course, and both grades are used in the computation of the cumulative grade point average (GPA).

Courses repeated under the P/F grading scale do replace the grade for the prior course, and only the repeated course grade will be used in the computation of the cumulative GPA.

Units earned for repeated courses may only be used once to fulfill graduation requirements.

General Procedure

Graduate students who wish to repeat a course must submit the Graduate Course Repeat Enrollment form, also available on the Graduate College or Registrar's Office website.

Students can appeal or petition for exception

Graduate students may petition for an exception to any academic, non-grade-related, graduate regulation for which no specific appeal or petition process exists. Petitions should be submitted, in writing, to the Associate Dean of the Graduate College. When applicable, the student's advisor and department chair may endorse the petition letter. In some specific instances, utilizing the Graduate Academic Appeal Policy is more appropriate.

Students should contact the Associate Dean of the Graduate College for clarification on which process to initiate.

Special Circumstances

Possible Impacts of Repeating Courses

Students who are veterans, athletes, international students, recipients of tribal funding, etc., may be affected by additional rules associated with course repeats. Check with appropriate departments for more information.

UC Davis

<https://academicssenate.ucdavis.edu/bylaws-regulations/regulations#A540->

Grades

Applies to Undergraduate, Graduate

(F) Repetition of courses not authorized by the Davis Division Committee on Courses of Instruction to be taken more than once for credit is subject to the following conditions:

1. An undergraduate student may repeat only those courses in which the student received a letter grade of D+ or below, a C- or below for any course that is approved to satisfy the Entry Level Writing Requirement (see DDR 521.C.2), or a grade of Not Passed, as well as courses in which a grade of I has become permanent on the student's record because the work was not completed within three years, as described in (C) above. Departments may restrict repetition of a course if it is a prerequisite to a course already completed with a grade of C- or better. Courses in which a letter grade has been assigned may not be repeated on a Passed or Not Passed basis. (En. 4/21/80, Am. 3/11/81) (Am. 9/1/2010, 9/1/2016, 9/1/2018)
2. A graduate student, with the consent of the appropriate graduate adviser and the Dean of Graduate Studies, may repeat any course in which the student received a letter grade of C+ or below, or a grade of Unsatisfactory, as well as courses in which a grade of I has become permanent on the student's record because the work was not completed within three years, as described in (C) above, up to a maximum of three courses for all courses repeated. Courses in which a letter grade has been assigned may not be repeated on a Satisfactory or Unsatisfactory basis. (Am. 10/25/76, effective Winter 1977) (Am. 9/1/2010, 9/1/2011, 9/1/2016, 9/1/2018)
3. Repetition of a course more than once requires approval by the appropriate dean in all instances.
4. Degree credit for a course will be given only once, but the grade assigned at each enrollment shall be permanently recorded. (Am. by mail ballot 5/7/74)
5. In computing the grade point average of an undergraduate who repeats courses in which the student received a grade of D or F, or in the case of a course that is approved to satisfy the Entry Level Writing Requirement, a C- or below (see DDR 521.C.2), only the most recently earned grade for each course and corresponding grade points shall be used for the first 16 units repeated. In the case of further repetitions, the grade point average shall be based on all grades assigned and total units attempted. (Am. 9/1/2018)
6. In computing the grade point average of a graduate student who repeats courses in which the student received a grade of C, D, or F, only the most recently earned grade for each course and corresponding grade points shall be used. (Am. 9/1/2018)

UCLA

<https://catalog.registrar.ucla.edu/Policies-and-Regulations/Academic-Policies/Repetition-of-Courses>

Repetition of Courses

Applies to: Undergraduate, Graduate

Certain courses, as noted in their course descriptions, may be repeated for credit. Other courses taken at UCLA (except UCLA Extension) may be repeated only according to the following guidelines:

To improve the grade-point average (GPA), students may repeat only those courses in which they receive a grade of C– or lower; NP or U grades may be repeated to gain unit credit. Courses in which a letter grade is received may not be repeated on a P/NP or S/U basis. Courses originally taken on a P/NP or S/U basis may be repeated on the same basis or for a letter grade.

Repetition of a course more than once requires the approval of the College, school, or dean of the Graduate Division, and is granted only under extraordinary circumstances.

Degree credit for a course is given only once, but the grade assigned each time the course is taken is permanently recorded on the transcript.

For undergraduates who repeat a total of 16 or fewer units, only the most recently earned letter grades and grade points are computed in the GPA. After repeating 16 units, however, the GPA is based on all letter grades assigned and total units attempted.

Certain programs may place additional restrictions on the repetition of courses required for those programs. For graduate students, all courses in which a letter grade is given, including repeated courses, are used in computing the GPA.

University of Florida

<https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/#gradingpolicies>

Repeat Coursework

Applies to: Undergraduate

University of Florida coursework that is repeated is counted in the computation of your UF grade point average as many times as grades for that course are recorded, although credits will be awarded only once.

When you earn a C (2.0) or higher in a course, you will not be allowed to repeat that course. Any exceptions to this policy must be made via an approved petition to the student's college.

If you entered UF with credit for Advanced Placement (AP) or International Baccalaureate (IB) courses and you then repeat and pass the equivalent course at UF, you will receive a grade for the UF course and no credit for the prior work.

Grades received at other institutions will not be averaged with grades received at the University of Florida. Repeat coursework taken at the University of Florida will result in calculation of the UF grade in the UF grade point average only, with credit earned only once.

University of Florida

<https://gradcatalog.ufl.edu/graduate/regulations/>

Courses and Credits

Applies to: Graduate

Undergraduate courses (1000-2999) may not be used to satisfy any graduate degree requirements. All 1000- and 2000-level courses may be taken on a satisfactory/unsatisfactory (S/U) basis.

Six credits of undergraduate courses (3000-4999) outside the major may count when taken as part of an approved graduate program. Consult the Academic Unit before registering.

Courses numbered 5000 and above are limited to graduate students, with the exception described under Undergraduate Registration in Graduate Courses. Courses numbered 7000 and above are normally for advanced graduate students.

No more than 5 credits each of 6910 (Supervised Research) and 6940 (Supervised Teaching) may be taken by a graduate student at UF. Students who have taken 5 credits of 6910 cannot take 7910; the rule also applies to 6940 and 7940. Courses numbered 7979 and 7980 are not eligible to count toward a master-level degree program.

Audited courses at any level do not count toward any graduate degree requirements.

For a complete list of approved graduate courses, see the courses page within this catalog. Academic units decide which of these graduate courses to offer in a given term. Contact the academic unit for information on available courses.

Generally, graduate courses may not be repeated for credit. However, there is no limit on courses numbered 6971 (but the Graduate School will only count a maximum of 6 credits of 6971 toward a thesis master's-level degree), 6972, 6979, 7979, and 7980. Other courses repeated for credit will list a lifetime "max" after the single term credit.

University of Illinois – Urbana Champaign

<https://studentcode.illinois.edu/article3/part3/3-309/>

Registration, Course Changes, and Withdrawal

Applies to: Undergraduate

a. In General

1. A student who repeats a subject for which the student has previously received credit (either by class work at the university, or by advanced standing previously allowed for work done elsewhere) does not forfeit the original credit in the event the student should fail the course on the second attempt. Where a course has been repeated, both the original and subsequent grades are included in the average if the course is acceptable toward graduation, but the credit is counted only once. (See § 3-103 on computation of grades.)
2. If the course is repeated yet again, all grades received, passed or failed, are counted in the graduation average, except as indicated in § 3-802 on minimum scholarship requirements for graduation.

b. Campus Grade Replacement

1. Undergraduate students may repeat courses for grade replacement according to the following set criteria. If these conditions are not met, the general policy governing repeated courses applies.
 - Students may repeat for grade replacement up to a total of 4 distinct courses, not to exceed a maximum of 10 semester hours, taken at the University of Illinois Urbana-Champaign.

- A course in which an academic integrity violation, under § 1-403 of the Code has been officially reported may not be repeated for grade replacement.
 - A course may be repeated for grade replacement only once.
 - Courses may be repeated for grade replacement only in those cases in which students received grades of C-, D+, D-, or F on the first attempt.
 - Variable credit courses must be taken for the same number of credit hours when repeated for grade replacement.
 - A student who has been awarded a degree from the University of Illinois may not subsequently repeat a course from that degree program for the purposes of grade replacement.
2. When a student repeats a course for grade replacement, the transcript is affected as follows:
- Both course enrollments and corresponding grades appear on the official transcript.
 - The first course enrollment on the student's transcript will be permanently identified as a course that has been repeated for grade replacement.
 - Where a course has been repeated for grade replacement, the course credit earned will be counted only once toward degree and program requirements. In the event that the student should fail the course on the second attempt, the student does not forfeit the original credit (§ 3-309(a)(1)).
 - When a course has been repeated for grade replacement, only the grade received in the second enrollment for the course will count in the student's grade point average. In the event that the student should fail the course on the second attempt, while having earned a passing grade in the first attempt, the general policy governing course repeats applies: all grades received, passed, or failed will be counted in the graduation average (§ 3-309(a)(2)) except as indicated in (§ 3-802) on minimum scholarship requirements for graduation.
3. Students must register their intent to use the course repeat for grade replacement option by filing a form for this purpose at their college office during the first half of the term (e.g., the first eight weeks of the semester, the first four weeks of the summer session, or the first four weeks of an eight-week course) in which the course is taken.

University of Illinois – Urbana Champaign

<https://registrar.illinois.edu/faculty-staff/policies/campus-grade-replacement/>

Campus Grade Replacement Opportunity

Applies to: Undergraduate

Principles

With regard to implementation of the campus GRP (Student Code, 3-309(b)), the Council of Undergraduate Deans has agreed to the following principles:

1. A student may request eligibility for grade replacement using a grade earned in a course taken no earlier than Fall 2010. A college may not authorize retroactive application of the policy.
Example: A grade earned in a course taken in Spring 2010 may not be used to replace a grade earned in a course originally taken in Fall 2009. However, a grade earned in a Fall 2010 course may be used to replace the final grade in a Fall 2009 course, assuming all other eligibility criteria are met.
2. The policy specifies the 8-week deadline so as to be consistent with other academic deadlines. College staff have the prerogative to make extensions to the deadline in extenuating circumstances as appropriate. Please note any approved extensions when the form is processed.

3. The grade modes in original and repeated courses must be identical if the student's final grade in the repeated course is to replace the final grade earned in the original course.
Example: A course originally taken for letter-grade credit must be repeated for letter-grade credit if the repeated grade is to replace the original grade.
4. Once a student successfully replaces a grade in a course and the approved form is processed by registrar staff, the term GPA for the term in which the student took the original course will be recalculated and will appear in the student information system, DARwin, and other systems that utilize GPA information. Newly calculated term and cumulative GPA information will appear on the official University transcript as well. However, other processes that depend on the term GPA and that occurred prior to final processing of the grade replacement form are considered at a "point in time" and will not be revisited. This includes eligibility for the Dean's List and other academic honors, as well as the designation of academic probation, etc. If a student opts to replace the grade in a course he or she has taken multiple times under the longstanding repeat policy (Student Code, 3-309(a)) the student must indicate which of the previously earned grades should be replaced. It is likely—but should not be assumed—that a student will want to replace the lowest grade earned in a series of attempts.
Example: A student received a D in PSYC 100 (FA08) and opted to repeat the course, receiving a C- (SP09). The student may take the course a third time (say, in SP11) but must choose which of the previous grades will be replaced. It would be most helpful if college staff would indicate which term and course is to be replaced by noting the information on the grade replacement form.
5. For courses where the first earned grade was "ABS" or changed to "F by rule," the grade replacement form will be processed without making any changes to the original grade—i.e., the original grade will not first be changed to an F. (Keeping the original earned grade will be of benefit to staff when reviewing the overall student record.)

University of Illinois – Urbana Champaign

Applies to: Graduate

NO POLICY LOCATED

University of Iowa

Applies to: Undergraduate, Graduate

NO POLICY LOCATED

University of Maryland

<https://academiccatalog.umd.edu/undergraduate/registration-academic-requirements-regulations/academic-records-regulations/>

Repeat Course Guidelines

Applies to: Undergraduate

There is a limit to the number of times a student may repeat a course. Students may have one repeat of any course in which they earned an A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, P, S, W, NG or Audit; they cannot be registered (after the schedule adjustment period) for any given course more than twice. A student's dean's office may grant an exception allowing an additional course repeat. In this case, students must present a plan for successfully completing the course. All attempts will be counted toward the total limit for repeatable credits. Note: Students may not choose the Pass-Fail option when re-registering for a course or re-register for a course in which a grade of "I" has been noted.

Students may repeat no more than 18 credits. Additionally, if a student withdraws from all courses during a

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semester, those courses are not included in this limit.

The grade point average will include all attempts at a given course that result in a grade of A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, or F. However, to help freshmen and transfer students adjust to the University of Maryland, College Park, the following two exceptions allow for the cumulative GPA to be calculated so that only the higher grade is included:

When the repeated course was taken within the student's first semester at University of Maryland, College Park, or

When the repeated course was taken within the student's first 24 credit hours attempted (including transfer credits) or within the semester during which the student reached the 24th credit hour attempted. Advanced Placement Exam credits do not count toward the 24 credit count.

Any grade earned in prior attempts of a repeated course will appear on the student's transcript, regardless of whether the grade is dropped from, or included in, the cumulative grade point average.

Repeat by transfer: If a student repeats by transfer a course that was taken before or during the semester in which the student reached 24 credits attempted (including transfer credits) and the transfer grade is higher, then the original grade in the course will be excluded from the GPA calculation.

If the course was taken after the semester in which the student reached 24 credits attempted, the original grade remains in the GPA calculation.

University of Maryland

<https://studentsuccess.umd.edu/policies>

Repeating Courses

Applies to: Undergraduate

Students may repeat no more than 18 credits. If a student completely withdraws from all courses during a semester, those courses are not included in this limit.

Students may not repeat any given course more than twice unless provided an exception from the dean's office. In this case, students must present a plan for successfully completing the course.

Note: Students may not choose the Pass-Fail option when re-registering for a course or re-registering for a course in which a grade of "I" has been noted.

The grade point average will include all attempts; however to help freshmen and transfer students adjust to UMD, the following exceptions allow for the cumulative GPA to be calculated so that only the higher grade is included:

1. When the repeated course was taken within the student's first semester at University of Maryland, College Park, or
2. When the repeated course was taken within the student's first 24 credit hours attempted (including transfer credits) or within the semester during which the student reached the 24th credit hour attempted. Advanced Placement Exam credits do not count toward the 24 credit count.

University of Maryland

Applies to: Graduate

NO POLICY LOCATED

Michigan State University

<https://reg.msu.edu/AcademicPrograms/Print.aspx?Section=532>

Repeating a Course

Applies to: Undergraduate, Graduate

An undergraduate student who received a grade of 2.0 or above, CR, or P in a course may not repeat the course on a credit basis. An undergraduate student may repeat no more than 20 credits in courses in which grades below 2.0 were received.

A graduate student who received a grade of 2.0 or above, CR, or P in a course may not repeat the course on a credit basis with the following exception: with the approval of the associate dean, a graduate student may repeat a course in which a grade of 2.0 or 2.5 was received. The number of credits that a graduate student may repeat is determined by the student's academic advisor or guidance committee, in accordance with unit policies.

Whenever a course is repeated on a credit basis, the last grade and credits earned completely replace the previous grade in the satisfaction of requirements and computation of the cumulative grade-point average. All entries remain a part of the student's permanent academic record.

Any course repeated for credit must be taken on the same grading system under which the course was taken the first time, except where standard requirements to the contrary must be satisfied in order to meet graduation requirements.

Credit by Examination may not be used to repeat a course in which a grade below 2.0 was received.

A student who has taken a course as a visitor may subsequently enroll in the course for credit with the approval of his or her advisor.

Financial Aid and Repeats

Federal financial aid regulations limit the number of times a student may repeat a course and receive financial aid for that course. The following guidelines apply to students eligible for federal aid.

A student may receive aid when repeating a course for the first time.

A student may receive aid when repeating a course that was previously failed (received a 0.0 or No Pass), regardless of the number of times the course was attempted and failed.

A student may receive aid to repeat a previously passed course one additional time.

Once a student has completed any course twice with a passing grade, he/she is no longer eligible to receive aid for that course.

If a student retakes a course that is not aid eligible, a recalculation of aid is done to exclude the credits for the repeated course. Students are notified by the Office of Financial Aid if their aid needs to be reduced.

University of Minnesota

<https://policy.umn.edu/education/gradingtranscripts>

Repeating Courses

Applies to: Undergraduate, Graduate

- A. An undergraduate student may repeat a course only once, except as noted in section 4(c). The college offering the course may grant an exception to this provision. Morris only: Students who receive a grade of S or C or higher may repeat a course only if space permits.
 - B. When a student repeats a course before receiving the degree, (a) both grades for the course will appear on the official transcript, (b) the course credits may not be counted more than once toward degree and program requirements, and (c) only the last enrollment for the course will count in the student's grade point average.
 - C. Provisions 4(a) and (b) of this policy will not apply to courses (1) using the same number but where students study different content each term of enrollment and (2) to courses designated as "repetition allowed."
 - D. If an undergraduate student repeats a course after the degree has been awarded, the original course grade will not be excluded from the degree GPA nor will the new grade be included in the degree GPA.
 - E. Bracketing is the practice of not including a course in the calculation of a student's GPA and not counting the course as satisfying any undergraduate degree requirements, including electives, because a student has repeated a course. When a student repeats a course, all prior attempts are bracketed and only the most recent attempt counts, except as provided in 4(c). No department or college or campus may bracket the courses of another department or college or campus for any reason other than course repetition. An F may not be bracketed with an N. A University course may not be bracketed with a course taken at another institution.
 - F. When a student enrolled in a graduate program repeats a course, provisions 4(a) and (b) apply, but all grades for the course will be counted in the student's grade point average.
5. This policy may be modified but existing transcripts will not be modified when there are changes in policy. Changes to the grading and transcript policy will be reflected on the legend on the back of the official transcript.

University of North Carolina

<https://catalog.unc.edu/policies-procedures/registration-enrollment-withdrawal/#text>

Repeating Course Enrollments

Applies to: Undergraduate

A student who proceeds with enrollment in a course not designated as repeatable can only earn credit once toward the fulfillment of the University's minimum undergraduate degree requirement. The credit is earned from the course with the highest passing grade or, if grades are the same, the latter attempt. The grades of all attempts of the course, however, are computed in the student's cumulative grade point average.

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Certain University courses (e.g., applied music, special studies, undergraduate research, etc.) may be taken more than once for credit and are so designated in the course catalog as repeatable. A particular physical education activity (PHYA) course may be taken more than once, so long as a different level of the same course (beginning, intermediate, and advanced) is taken during each separate enrollment. PHYA courses do not award academic credit hours toward an undergraduate degree, but the grade is factored into the cumulative grade point average. Students may enroll in no more than one lifetime fitness (LFIT) course, and only one LFIT course will count toward academic credit hours for an undergraduate degree.

For the purposes of receiving financial aid, hours for repeated courses will only be considered a part of the total upon which awards are based if:

the student is repeating a course previously failed, or
the course is the first repeat of a prior course in which a passing grade (D or higher) was received.

University of North Carolina

Applies to: Graduate

NO POLICY LOCATED

Ohio State University

<https://trustees.osu.edu/bylaws-and-rules/3335-8>

3335-8-27.1 Grade forgiveness rule

Applies to: Undergraduate, Graduate

Undergraduate students may petition the authorized representative of the dean or director of their enrollment unit to repeat a course and, after completing the course the second time, have the original course credit and grade excluded from the calculation of the student's cumulative point-hour ratio, but remain on the student's official permanent record. This action will be subject to the following conditions:

- (A) This rule may be applied for a maximum of three courses.
- (B) Grade forgiveness used for a course during Exceptional Circumstances as defined in 3335-8-21 (L) will not count toward the three-course limit.
- (C) The graduate school and graduate professional colleges may formulate appropriate modifications of paragraph (A) of this rule, subject to the approval of the council on academic affairs, and publish the rule in their bulletins.

Ohio State University

<https://trustees.osu.edu/bylaws-and-rules/3335-8>

3335-8-28 Repetition of courses

Applies to: Undergraduate, Graduate

- (A) Except as specified by rule 3335-8-27 of the Administrative Code, undergraduate students who have received a mark of "E," "EN," or "NP" in a course at this university may repeat the course for credit at their option.
- (B) Undergraduate or professional students, as defined in rule 3335-9-01 of the Administrative Code, who have received a mark of "A," "A-," "B+," "B," "B-," "C+," "C," "C-," "D+," "D," "EM," "K," or "PA" in a course at this university may repeat the course for credit only upon the recommendation of the authorized representative of the dean or director of their enrollment unit.
- (C) A graduate student, as defined in rule 3335-9-01 of the Administrative Code, may repeat for credit any course when approval is given by the student's adviser.
- (D) A student who has audited a course may subsequently repeat the course for credit only upon receiving permission of the authorized representative of the dean or director of the student's enrollment unit.
- (E) The credit hours for a repeated course shall in no case be counted more than once in meeting graduation requirements. When a student repeats a course, both grades appear on the student's record and both are used in computing the point-hour ratio, except as modified by rule 3335-8-27.1 of the Administrative Code.

Ohio State University

<https://trustees.osu.edu/bylaws-and-rules/3335-8>

"PE" - Emergency Pass

Applies to: Undergraduate, Graduate

1. In the event that Exceptional Circumstances is declared all courses for that semester normally graded A-E shall be recorded as follows:
 - a. undergraduates graded D+ or D shall be recorded by the registrar as PE.
 - b. graduate students graded C+, C, C-, D+, or D shall be recorded as PE.
 - c. a grade of E shall be recorded as NP, and the EN mark shall be recorded as "NEN."
2. "Exceptional Circumstances" is defined as widespread circumstances outside the control of students and instructors that may adversely affect academic performance.
3. Exceptional Circumstances are declared by the senate, or by the provost following a recommendation from the council on enrollment and student progress, and confirmation by the senate steering committee.
4. Hours graded "PE" count toward the minimal number of hours required for a degree but are not computed in the point-hour average of the student.
5. The PE grade shall revert to the letter grade reported by the instructor upon student petition to the registrar. Petitions shall be made before the end of the second succeeding semester or summer term, but prior to graduation. Such a reversion is irrevocable.
6. Policies requiring certain grades for progression in a sequence, admission to a program, or academic standing would be unaffected by this system. Accommodations to allow use of PE grades these cases remain at the discretion of the individual program or college.

7. In any semester in which Exceptional Circumstances have been declared by senate or provost, the deadline for a student to withdraw from a course without petition as defined in 3335-8-32 (E) shall be extended by three weeks in fifteen-week semesters and a proportional amount in shorter sessions.
8. Grade forgiveness used for a course taken during a semester in which Exceptional Circumstances have been declared by senate or provost will not count toward the three-course limit defined in 3335-8-27.1 (C).

Pennsylvania State University

<https://undergrad.psu.edu/aappm/H-2-undergraduate-grade-forgiveness.html>

H-2 Undergraduate Forgiveness

Applies to: Undergraduate

In semesters that the University Faculty Senate implements policy 47-90 Supplemental Satisfactory Grade/Passing Grade/No Grade Grading System – Baccalaureate and Associate Degree Candidates, see G-11 for guidance on how H-2 will be implemented.

Academic recovery and success supported by early intervention and coordinated efforts that allow students to actively improve their academic standing is the driving force behind this policy.

It is part of a broader effort by Faculty Senate to align a larger set of policies aimed at academic recovery. Overall, it is part of a set of procedures intended to help reduce the number of students in academic difficulty and to promote learning along with academic success. Enabling undergraduate students to adjust their grade-point average after repeating a course in which they earned less than a C grade facilitates learning and mastery of academic content while also allowing them to reduce recovery points with the overarching goal of successfully completing their Penn State degree.

Grade forgiveness can only be requested after the student has repeated the course and earned a higher grade. The original grade remains on the transcript, but grade point averages are calculated without the forgiven grade. Grade forgiveness does not automatically alter prior academic decisions. Students should recognize that subsequent graduate or professional programs may opt to calculate a Grade Point Average based on all grades on an official transcript.

Upon implementation, this procedure is available to all current degree-seeking undergraduate students, including for courses completed prior to implementation or as a non-degree student. Once a student has earned their degree and graduated with their baccalaureate degree, they cannot request grade forgiveness.

Definitions

- Grade Forgiveness: A process to retro-actively omit a grade from the grade-point average calculation. Previous academic statuses (e.g., Academic Warning and Dean's list) are not altered as a result of this process. All grades remain on the student's academic record.
- Attempted (as displayed on the unofficial advising transcript): All credits that a student has enrolled on their official University record following the regular drop/add deadline of a given semester.
- Earned Credits: Total credits earned equal the accumulation of all Penn State credits successfully completed by letter grades A, A-, B+, B, B-, C+, C, D, or symbols SA, PA, FL and R; credits by examination as defined by Section 42-50; and credit granted by transfer from other colleges and universities as defined in Sections 42-80 and 42-90.
- GPA Units: Credits on a student's academic record that are formally used to calculate the cumulative Grade Point Average (i.e., courses in which a student has received a letter grade (A-F) in a class taken at Penn State).
- Grade Points: Numerical value of letter grades (A-F) used to calculate a Grade Point Average.

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Procedure

The following criteria govern requests for Grade Forgiveness:

- Students have a maximum of 12 credits for which grades can be forgiven.
 - Students in an associate degree program have 6 credits for which grades can be forgiven (and another 6 credits if they continue into a baccalaureate degree program).
- Only grades of D or F can be forgiven.
- Students who have graduated are not eligible for Grade Forgiveness.
- Students considering Grade Forgiveness should meet with their academic adviser before repeating the course to discuss potential implications.
- After a course has been repeated (according to procedures outlined in the AAPPD under C-7) and a grade has been posted to the student's academic record, they may submit a request to their College of Enrollment for the prior grade to be removed from the computation of both their semester and cumulative grade-point averages.
- A single course can only be used to forgive the grade in a previous single attempt of that course (i.e., an improved grade only forgives one other grade on a student's record—not all previous attempts).
- Students are required to work with their academic adviser (or other authorized individual) to complete a Grade Forgiveness Request form.
- Students receiving financial aid are strongly encouraged to consult with their campus representative from the Office of Student Aid about potential implications.
- International students on sponsorship are required to first meet with the Sponsored Relations Office in Global Programs.
- College review/approval of the request is only to ensure that the student still has enough forgiveness credits left; that they have consulted with their academic adviser and that they acknowledge that there may be potential Student Aid implications; and to verify that the courses are equivalent.
- Equivalent courses are considered courses that share the same Subject and Catalog Number. Courses that use the X9X numbering convention are excluded.
- Grade forgiveness cannot be applied to courses in which the student has received an academic sanction because of an academic integrity violation.
- Transfer courses cannot be used to forgive grades earned in Penn State courses.
- Course suffixes are not a restriction to Grade Forgiveness (e.g., Math 140B can be used to forgive a grade earned in Math 140).

When a grade is omitted through this policy:

- The adjusted GPA calculation cannot be reversed
- The credits remain under attempted (all instances of a given course appear in attempted)
- All attempted instances of a course and grade remain visible on the transcript
- A course for which a grade is being forgiven will not be included in the GPA Units and Earned credit totals (in effect, this will impact the GPA in the same way as a retroactive late-drop), and, accordingly, will not count in ETM credit windows.
- A notation will be added to the transcript indicating the courses for which a grade has been omitted from the GPA calculation.
- It does not automatically alter prior academic decisions (such as Entrance to Major and scholarship program eligibility), but colleges and programs can establish their own process and criteria for students to request a review of their eligibility after grade forgiveness.
- It does not prevent subsequent graduate or other professional programs from calculating a Grade Point Average based on all grades posted to an official transcript.

Grade forgiveness will not change the Academic Standing of a previous semester. A petition for an immediate stay of academic suspension would be the appropriate way to manage this type of situation.

Pennsylvania State University

<https://undergrad.psu.edu/aappm/C-7-course-repeats-2020.html>

Course Repeats

Applies to: Undergraduate

Students may have the opportunity to repeat a course, but they are limited to a maximum of two attempts for any given course. Attempts are defined as earning a grade in a course or late-dropping the course. If a student withdraws from the university for the semester, courses from that semester do not count as attempted courses as defined in this procedure.

A student may repeat a course only if they earned a grade below a "C".

However, in extenuating circumstances, students may request an additional attempt or repeat a course in which they earned a grade of "C" or better.

Additional Attempt:

To determine whether a third attempt will be granted:

1. Prior to the first day that a student may register for the next semester or as soon as a student is aware of the need for a third attempt, a student who wants to attempt a course for the third time must consult with an academic adviser in the student's unit of enrollment to determine whether or not one additional attempt at the course is in the best interest of the student. The student must identify the reasons why the two previous attempts have been unsuccessful and reflect on how these past challenges will be addressed in a third attempt. The student may provide documentation that supports a third attempt.
2. If, after consulting with the academic adviser, the student wishes to request a third attempt, the student must submit a Special Course Repeat Request form to the academic adviser. The form must be submitted at least 10 university business days prior to the first day of classes of the semester for which the student wants to enroll. Exceptions after this deadline are at the discretion of the student's unit of enrollment.
3. The academic adviser is responsible for ensuring that the request is submitted to the associate dean in the student's unit of enrollment. In addition, the adviser should indicate on the form whether or not there is academic support for a third attempt.
4. The associate dean will review the student's request and adviser's comments to determine whether another attempt of the course will be approved. If approved, the associate dean forwards the Special Course Repeat Request form to the campus Registrar who will enroll the student. The Registrar will enroll students for a third attempt only after all other students who are degree candidates have had a chance to enroll (i.e., after the first day of registration for degree-seeking students who have completed 0.0 credits).
5. If the request is approved but the campus Registrar determines that there is not sufficient enrollment capacity in the semester requested, the campus Registrar will place the student on the waitlist for the course, if available, and notify the student. The student should be informed that enrollment in future semesters will require submission of a new Special Course Repeat Request form, will depend on enrollment capacity in future semesters, and that the decision to continue with an additional attempt may result in slower progress towards the completion of the degree. The student should be encouraged to meet with an academic adviser to discuss alternate academic plans.
6. If there is not approval for a third attempt, the request to repeat the course will be denied. The associate dean or designee must provide written notification to the student in a timely manner of the decision to deny

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the request. The student should also be encouraged to meet with an academic adviser to discuss alternate academic plans. Allowing attempts beyond a third time can be considered when no other viable academic pathway exists for the student and the needed course is the sole obstacle to completing a degree program.

Repeating a Course with a grade of "C" or better:

Students seeking to repeat a course in which they have earned a grade of "C" or better must consult with an academic adviser in their unit of enrollment to determine whether repeating the course is advisable.

1. If, after consulting with the academic adviser, the student wishes to request permission to repeat the course, the student must submit a Special Course Repeat Request form to the academic adviser. The form must be submitted at least 10 business days prior to the first day of classes of the semester for which the student wants to enroll. Exceptions after this deadline are at the discretion of the student's unit of enrollment.
2. The academic adviser is responsible for ensuring that the request is submitted to the associate dean in the student's unit of enrollment. In addition, the adviser should indicate on the form whether or not there is academic support for a repeat of the course.
3. The associate dean will review the student's request and adviser's comments to determine whether the request will be approved. If approved, the associate dean forwards the Special Course Repeat Request form to the campus Registrar who will enroll the student. The Registrar will enroll students for a special course repeat only after all other students who are degree candidates have had a chance to enroll (i.e., after the first day of registration for degree-seeking students who have completed 0.0 credits).
4. If the request is approved but the campus Registrar determines that there is not sufficient enrollment capacity in the semester requested, the campus Registrar will place the student on the waitlist for the course, if available, and notify the student. The student should be informed that enrollment in future semesters will require submission of a new Special Course Repeat Request form and will depend on enrollment capacity in future semesters.
5. If there is not approval for the special request to repeat the course, the request will be denied. The associate dean or designee must provide written notification to the student in a timely manner. The student should also be encouraged to meet with an academic adviser to discuss alternate academic plans.
6. Even if a higher grade is earned in the repeated course, Grade Forgiveness cannot be applied (See AAPPM H-2).

Pennsylvania State University

Applies to: Graduate

NO POLICY LOCATED

Texas A&M University

<https://student-rules.tamu.edu/rule10/>

10.20, .21, and .22

Applies to: Undergraduate

10.20 Any undergraduate student who wishes to repeat a course must do so before he or she completes a more advanced course in the same subject. What constitutes a more advanced course will be determined by the head of the department offering the course.

10.21 When a course is repeated by an undergraduate student in an attempt to earn a grade higher than C, D, F, or U, only the highest grade will be used for the degree audit. However, the grades for all courses taken in residence at Texas A&M University will remain on the student's permanent record. A student's cumulative GPA will include all graded courses except courses excluded under the First Year Grade Exclusion Policy. The ability to exercise First Year Grade Exclusion was eliminated on August 23, 2013. An undergraduate student may attempt a course no more than three times, including courses graded Q or W but excluding these graded NG, unless approval has been received from both the student's Dean or designee and the department offering the course.

10.22 A student repeating a course completed at Texas A&M University in which a grade of B or better has been earned will not receive grade points for the repeated course, unless the catalog states the course may be repeated for credit.

Texas A&M University

Applies to: Graduate
NO POLICY LOCATED

University of Texas at Austin

<https://catalog.utexas.edu/general-information/academic-policies-and-procedures/evaluation/#repetitionofacoursetext>

Repetition of a Course

Applies to: Undergraduate

If a student repeats a course and has two or more grades, all grades and all semester hours are used to calculate the University grade point average and to determine the student's scholastic eligibility to remain in school. The official grade in a course is the last one assigned.

Students enrolled in any of the following colleges and schools may not repeat for credit a course in which they have earned a grade of C- or better: the McCombs School of Business, the Moody College of Communication, the Cockrell School of Engineering, the College of Liberal Arts, the College of Natural Sciences, the School of Nursing, and the College of Pharmacy.

University of Texas – Austin

Applies to: Graduate
NO POLICY LOCATED

University of Washington-Seattle

https://registrar.washington.edu/registration/policies-procedures/?_ga=2.229441880.558380129.1643993081-799621994.1643133372

Repeat a Course

Applies to: Undergraduate

Undergraduate students may repeat a course once with the approval of the academic department offering the course. Courses considered to have been taken once include any with a numerical grade or those with grades of I, CR/NC, or S/NS. Withdrawn or dropped courses and courses with X or no grade reported will not count as the first taking of a course.

Grade & Credit: Both the original grade and the second grade are computed in the GPA but credit is counted only once.

Veterans receiving benefits must receive approval from the Office of Special Services before a course is repeated.

Registration: Students currently enrolled in a course and who register for the same course in the following quarter will have it counted as a repeated course.

Second Repeat: Taking a class for a third —or greater— time cannot be done via online registration. A second repeat requires the department to register the student for the course. Grades in the third or subsequent takings will not be included in the grade-point average (GPA).

Departmental Restrictions

Effective winter quarter 2005, departments may restrict undergraduates from repeat registration into courses and may include:

- allow registration only after Period I
- allow registration only after the quarter has begun, or
- requiring an Entry Code for a repeat registration

University of Washington – Seattle

<https://www.washington.edu/uaa/advising/academic-planning/terms-and-policies/#term6089>

Repeating Courses

A UW student is allowed to repeat a course once, with departmental permission. When you repeat a course, the course is recorded again on your transcript with the grade earned. The second grade doesn't replace the first grade, nor are the two grades averaged together. Both grades remain on your transcript, and both are calculated into your GPA. You don't earn credit for taking the course a second time unless the first grade was 0.0.

If you are allowed to repeat a course again (you need special permission to register for a course a third time), the grade earned is posted on your transcript but the grade isn't calculated into your GPA.

See the Registration Restrictions page to learn more.

University of Washington – Seattle

<https://www.washington.edu/uaa/advising/academic-planning/choosing-your-major-courses/registration-restrictions/>

Repeating a class

Aside from courses that are designed to be repeated (e.g., independent study, research) you may repeat a course only once, with departmental permission. This applies to all courses for which you have received any numerical grade (including 0.0), I, CR/NC, or S/NS.

Consequently, you may find yourself unable to register for a course you've taken before. In practice, the departmental permission mentioned above will be a registration period restriction (see below), an entry code restriction (see above), or no restriction at all.

In order to repeat a course again (i.e., take it a third time), you must contact the department adviser for permission.

University of Washington - Seattle

<https://grad.uw.edu/policies-procedures/graduate-school-memoranda/memo-36-graduate-courses/>

Repeating Courses

Applies to: Graduate

Graduate students may repeat any course. Both the first and second grades will be included in the cumulative GPA. Subsequent grades will not be included in the GPA, but will appear on the permanent record. The number of credits earned in the course will apply toward degree requirements only once.

University of Wisconsin-Madison

<https://guide.wisc.edu/undergraduate/#enrollmentandrecordstext>

Failures

Applies to: Undergraduate

Every course grade of F counts as 0 grade points and remains permanently on the transcript. If the course is repeated, the original F will remain on the transcript and will be included in computing the GPA.

University of Wisconsin-Madison

<https://policy.wisc.edu/library/UW-1236>

Repeating Courses

Applies to: Graduate

Rationale/Purpose:

Typically, courses where content can change (such as special topics, seminars, independent studies, and research and thesis) can be repeated within the semester or on a semester basis. Sometimes program authorization is necessary for enrollment.

Policy

Repeated courses may earn course credit and satisfy the Graduate School's minimum graduate residence, degree, and coursework (50%) credit requirements.

Students are entitled to repeat any didactic course if they or their program feel it is necessary. Both grades will be used in calculating the student's graduate grade-point average; however, the course will count only once toward the Graduate School's minimum graduate residence, degree, and coursework (50%) credit requirements.