

## Policy Revision

<b>Policy Title</b>	Repeating a Course & Grade Replacement		
<b>Policy URL</b>	<a href="https://catalog.arizona.edu/policy/courses-credit/grading/course-repeat">https://catalog.arizona.edu/policy/courses-credit/grading/course-repeat</a>		
<b>Suggested updates</b>	<ul style="list-style-type: none"> <li>-Remove undergraduate grade replacement limit.</li> <li>-Make undergraduate grade replacement automatic for repeats of regular courses with original earned grades of C, D, or E, and for repeats of courses designated as repeatable for credit when the original earned grade is E.</li> <li>-Make undergraduate grade replacement an option for courses designated as repeatable for credit when the original earned grade is C or D.</li> <li>-Change undergraduate grade replacement to use highest graded attempt instead of latest graded attempt in GPA.</li> <li>-Change Complete Withdrawal (WC) to count as a course attempt for all students.</li> <li>-Increase allowed repeats from 2 to 3 for all students.</li> <li>-Add option for grade replacement for students in JD program.</li> <li>-Add option for grade replacement for a single course for graduate students.</li> </ul>		
<b>Rationale for updates</b>	<p><b>Undergraduate</b></p> <ul style="list-style-type: none"> <li>-Current limits on GRO block some students from graduating.</li> <li>- GRO setup requiring students to apply for GRO prevents some students from making use of the policy if they are unaware of the process or miss the GRO deadline. Changing to an automatic process will allow all students to benefit from the policy equally.</li> <li>-Current policy replaces the original grade with the grade from the repeat attempt, even if that grade lowers the student's GPA. Changing setup to keep the highest earned grade protects students from unforeseen circumstances that may result in a lower repeated grade.</li> </ul> <p><b>Graduate &amp; Professional</b></p> <ul style="list-style-type: none"> <li>-Current practice for JD degree allows for 3 GROs; updating policy to explicitly define that option.</li> <li>-Addition of GRO at the graduate level adds consideration for working professionals that are simultaneously completing a graduate degree. These students frequently take one course at a time, which creates challenges in rectifying a low GPA.</li> </ul>		
<b>Contact Person for Questions</b>	Abbie Sorg; Sharon Aiken-Wisniewski; Maggie Pitts		
<b>Responsible Unit</b>	Office of the Registrar; Academic Advising Council; Graduate College	<b>URL</b>	<a href="https://registrar.arizona.edu/">https://registrar.arizona.edu/</a> <a href="https://advising.arizona.edu/professional-organizations-resources/academic-advising-council">https://advising.arizona.edu/professional-organizations-resources/academic-advising-council</a>
<b>Career Applicability</b>	<input checked="" type="checkbox"/> Undergraduate <input checked="" type="checkbox"/> Graduate <input checked="" type="checkbox"/> Law <input checked="" type="checkbox"/> Medicine <input checked="" type="checkbox"/> Pharmacy <input checked="" type="checkbox"/> Veterinary Medicine		
	UGC Policies Subcommittee	Scheduled: 4/1/2025	Status: Approved 4/1/2025
	Undergraduate Council	Scheduled: 4/15/2025	Status:
	Graduate Council	Scheduled: 4/11/2025	Status: Scheduled
	Undergraduate CAAC	Scheduled: 4/22/2025	Status:

	Graduate CAAC	Scheduled: 4/8/2025	Status: Scheduled
	Faculty Senate Executive Committee	Scheduled: 4/21/2025	Status:
	Faculty Senate	Scheduled: 5/5/2025	Status:
	Provost	Scheduled: 5/6/2025	Status:

### Policy Revision Side by Side

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

Existing Policy	Proposed Edit
<p><b>Repeating a Course &amp; Grade Replacement</b></p> <p><b>Repeating a Course</b></p> <p>Students may attempt the same course at the University no more than <b>twice</b>. Courses that may be <b>attempted no more than twice</b> include:</p> <ul style="list-style-type: none"> <li>courses completed with a passing or failing grade (i.e., C, D, E, S, P, F, I grades)</li> <li>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 <b>drop deadline</b> has attempted that course. <b>Repeating a course with the Grade Replacement Opportunity (GRO) counts as an additional attempt.</b></li> </ul> <p>Certain courses <b>may be repeated and are excluded from the count of attempts:</b></p> <ul style="list-style-type: none"> <li><b>courses included in a <u>complete withdrawal</u> from the University (i.e., WC grade)</b></li> <li>courses cancelled by the department offering the course</li> <li>courses designated as repeatable for credit</li> </ul>	<p><i>This policy is effective for courses taken in Fall 2025 and beyond. For courses taken in Summer 2025 and before, refer to the previous Repeating a Course &amp; Grade Replacement policy (<a href="#">link</a>).</i></p> <p><b>Repeating a Course &amp; Grading for Repeated Courses</b></p> <p><b>Repeating a Course</b></p> <p>Students may attempt the same course at the University no more than <b>three times</b>. Courses that may be <b>repeated</b> include:</p> <ul style="list-style-type: none"> <li>Courses completed with a passing or failing grade (i.e., C, D, E, S, P, F, I, <b>or MG</b> grades)</li> <li>Courses that were audited or withdrawn from (i.e., O, W, <b>WC</b>, E, WO, XO grades). Thus, a student who drops a course any time after the <b>drop deadline</b> has attempted that course. Courses cancelled by the offering department are excluded from the count of attempts.</li> </ul>

Existing Policy	Proposed Edit
<p>Certain courses may not be repeated:</p> <ul style="list-style-type: none"> <li>courses with original grades of A or B, <del>except as specifically provided by departments on a course-by-course basis</del></li> <li><u><a href="#">Success Courses</a></u></li> </ul> <p><b>Grading for Repeated Courses</b></p> <p><del>By default for all students</del>, when a completed course with a passing or failing grade is repeated, the cumulative <u><a href="#">grade-point-average (GPA)</a></u> will reflect the grades earned in <del>both the first and second</del> attempts. Credit will be applied only once to the degree program, unless the course is designated repeatable for credit <del>by the department</del>.</p> <p><del><b>Undergraduate Grade Replacement Opportunity</b></del></p> <p><del>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; 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 <u><a href="#">grade-point-average (GPA)</a></u>, 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.</del></p>	<p>Certain courses <del>are designated as repeatable for credit; credit for these courses can be earned multiple times as indicated in the course catalog.</del></p> <p>Certain courses may not be repeated:</p> <ul style="list-style-type: none"> <li>Courses with original grades of A or B</li> <li><u><a href="#">Success Courses</a></u></li> </ul> <p><del>The opportunity to repeat a course depends on course availability; students are not guaranteed the ability to repeat courses.</del></p> <p><b><u><a href="#">Undergraduate</a></u> Grading for Repeated Courses</b></p> <p><del>When undergraduate students repeat <u><a href="#">Regular Graded</a></u> undergraduate courses, the student's <u><a href="#">grade-point-average (GPA)</a></u> reflects only the highest grade earned in the repeated course. Credit is earned only for the completion that is included in the GPA.</del></p> <p><del>All grades earned in the course remain on the academic record; grades from each attempt on a course may be taken into consideration for students applying to competitive majors or graduate programs at the University of Arizona or other institutions.</del></p> <p><del>The student's cumulative units and GPA are adjusted when the final grade for the repeat attempt has been posted. Only grades of A, B, C, D, or E are reflected in the GPA; when a repeat attempt results in a grade of S, P, F, I, O, W, WC, WO, or XO, the GPA and earned units will reflect the regular grade of the previous attempt.</del></p>

Existing Policy	Proposed Edit
<p>The <u>GRO filing</u> process and instructions are accessible on the Office of the Registrar website. GRO filing deadlines are set by the Registrar and published at <u>Dates and Deadlines</u>. When the final grade for the GRO repeat attempt has been processed in the Office of the Registrar, the cumulative units and <u>grade-point-average (GPA)</u> 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 <u>Office of the Registrar</u> of any change that may affect the registration in the course being repeated.</p> <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>GRO repeat attempt grades of O, W, WO or XO count as attempts, but do not replace the grade in the first attempt.</li> <li>If a student passes the first attempt, but fails the GRO repeat attempt, the failing grade is calculated in the <u>grade-point-average (GPA)</u>; however, the units earned in the first attempt may be applied toward degree requirements.</li> </ul>	<ul style="list-style-type: none"> <li>For courses with an original earned grade of C, D, or E, the GPA will reflect the highest grade earned.</li> <li>For courses designated as repeatable for credit with an original earned grade of E, the GPA will reflect the grade of the second attempt if higher than E.</li> <li>For courses designated as repeatable for credit with an original earned grade of C or D, the second attempt will earn additional credit and the GPA will reflect the grades of both enrollments. Students may petition to have the GPA reflect the higher grade of the second attempt instead of earning additional credit for the repeat.</li> <li>Grades earned through Credit by Exam are permanent and their inclusion in the GPA cannot be altered by course repeats.</li> </ul> <p><b>Graduate and Professional Grading for Repeated Courses</b></p> <p>For graduate and professional (Law, Medicine, Pharmacy, and Veterinary Medicine) courses, when a completed course with a passing or failing grade is repeated, the cumulative <u>grade-point-average (GPA)</u> will reflect the grades earned in <u>all</u> attempts. Credit will be applied only once to the degree program, unless the course is designated Repeatable for Credit.</p> <p>The Grade Replacement Opportunity (GRO) offers students the limited ability to replace an earned grade by repeating the course. Grades earned using the GRO will replace one previous grade for the course in the calculation of the <u>grade-point-average (GPA)</u>, even if</p>

Existing Policy	Proposed Edit
<p>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 course offerings such as course cancellation, unit change, or time change.</p>	<p>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. Credit is earned for the GRO attempt only.</p> <ul style="list-style-type: none"> <li>Graduate students may attempt GRO for 1 course with an original earned grade of C, D or E, with program approval.</li> <li>Students in the Juris Doctorate program may attempt GRO for 3 courses (maximum 10 total units) with original earned grades of C- or lower.</li> <li>GRO is not available to undergraduate students enrolled in graduate courses, or to students in Medicine, Pharmacy, or Veterinary Medicine programs.</li> </ul>

## Repeating a Course & Grade Replacement – Policy Benchmarking

### I. Summary

Four institutions besides the University of Arizona allow a course to be repeated only once. Nine institutions allow two repeats (3 attempts), though seven of those institutions require the student to file a petition/obtain permission for the second repeat. Four institutions do not specify how many times a course may be repeated.

Of the eleven institutions offering grade replacement, the University of Arizona and two other institutions offer the least credit repeatable with 3 courses maximum. Other amounts seen range from 4 courses up to 18 credits, with two institutions having no specified credit limit on grade replacement. Only one institution restricts when in a student's plan of study they are eligible for grade replacement.

The University of Arizona is among the more liberal institutions in terms of what grades are acceptable to repeat, allowing up to a C. Only two institutions have fewer restrictions, allowing any grade to be repeated. Some institutions specify that students may petition to repeat courses where the first attempt earned a higher grade than is typically allowed for repeat.

Seven institutions, like the University of Arizona, apply the grade from the last attempt to the student's cumulative GPA. Three institutions use the highest graded attempt, and six institutions have no grade replacement option. One institution, Pennsylvania State, permits students to request the grade replacement *after* the course has been successfully repeated and earned a higher grade.

Few institutions detail what all is considered a course attempt, and those that do are divided on whether courses that are dropped, withdrawn, or have no grade assigned count as an attempt.

Of the 11 institutions offering grade replacement, four require the student to initiate the grade replacement request, like the University of Arizona. At the other seven institutions, grade replacement is applied automatically (up to the institutional credit limit) when the student repeats a course.

A. How many times can a course be repeated?

INSTITUTION	REPEATS ALLOWED PER COURSE
<ul style="list-style-type: none"> <li>• <b>University of Arizona</b></li> <li>• University of Iowa*</li> <li>• University of Minnesota</li> <li>• Pennsylvania State University</li> </ul>	1
<ul style="list-style-type: none"> <li>• Ohio State University</li> </ul>	1 (must be petitioned)
<ul style="list-style-type: none"> <li>• Michigan State University</li> <li>• Texas A&amp;M University</li> </ul>	2
<ul style="list-style-type: none"> <li>• Arizona State University</li> <li>• Northern Arizona University</li> <li>• University of California- Davis</li> <li>• University of California – LA</li> <li>• University of Illinois</li> <li>• University of Maryland</li> <li>• University of Washington – Seattle</li> </ul>	2 (second repeat requires permission/ petition)
<ul style="list-style-type: none"> <li>• University of Florida</li> <li>• University of North Carolina</li> <li>• University of Texas – Austin</li> <li>• University of Wisconsin- Madison</li> </ul>	No limit specified

\*No institution-wide policy; results based on information from 4 of the institution's colleges.

B. How many credits are eligible for grade replacement?

INSTITUTION	GRADE REPLACEMENT CREDIT MAXIMUM
<ul style="list-style-type: none"> <li>University of Florida</li> <li>University of North Carolina</li> <li>Texas A&amp;M University</li> <li>University of Texas - Austin</li> <li>University of Washington - Seattle</li> <li>University of Wisconsin – Madison</li> </ul>	No grade replacement option; all graded attempts calculated in GPA
<ul style="list-style-type: none"> <li><b>University of Arizona</b></li> <li>University of Iowa*</li> <li>Ohio State University</li> </ul>	3 courses
<ul style="list-style-type: none"> <li>University of Illinois</li> </ul>	4 courses or 10 semester hours
<ul style="list-style-type: none"> <li>University of California- Davis</li> <li>University of California – LA</li> </ul>	16 quarter credits (~11 semester)
<ul style="list-style-type: none"> <li>Arizona State University</li> <li>Pennsylvania State University</li> </ul>	12 credits
<ul style="list-style-type: none"> <li>University of Maryland</li> </ul>	18 credits (only coursework taken during first term/ first 24 attempted units)
<ul style="list-style-type: none"> <li>Michigan State University</li> </ul>	20 credits
<ul style="list-style-type: none"> <li>Northern Arizona University</li> <li>University of Minnesota</li> </ul>	No limit specified

\*No institution-wide policy; results based on information from 4 of the institution's colleges.



C. What is the highest grade repeatable?

INSTITUTION	HIGHEST GRADE REPEATABLE
<ul style="list-style-type: none"> <li>University of Iowa<sup>1</sup></li> <li>University of Maryland</li> </ul>	Any grade
<ul style="list-style-type: none"> <li><b>University of Arizona</b></li> <li>Texas A&amp;M University</li> </ul>	C
<ul style="list-style-type: none"> <li>University of California - LA</li> <li>University of Illinois</li> <li>Michigan State University</li> </ul>	C-
<ul style="list-style-type: none"> <li>University of California – Davis</li> <li>University of Florida<sup>2</sup></li> </ul>	D+
<ul style="list-style-type: none"> <li>Arizona State University</li> <li>Northern Arizona University<sup>2</sup></li> <li>Pennsylvania State University</li> <li>University of Texas - Austin</li> </ul>	D
<ul style="list-style-type: none"> <li>Ohio State University</li> </ul>	E
<ul style="list-style-type: none"> <li>University of Minnesota</li> <li>University of North Carolina</li> <li>University of Washington- Seattle</li> <li>University of Wisconsin - Madison</li> </ul>	Not specified

<sup>1</sup>No institution-wide policy; results based on information from 4 of the institution's colleges.

<sup>2</sup>Students may be able to repeat courses in which they received a higher grade than listed through petition or permission of department.

D. Which grade/attempt is applied to cumulative GPA when using Grade Replacement?

INSTITUTION	ATTEMPT USED
<ul style="list-style-type: none"> <li>University of Arizona</li> <li>University of California – Davis</li> <li>University of California – LA</li> <li>University of Illinois<sup>1</sup></li> <li>University of Iowa<sup>2</sup></li> <li>Michigan State University</li> <li>University of Minnesota</li> <li>Ohio State University</li> <li>Pennsylvania State University</li> </ul>	Last attempt
<ul style="list-style-type: none"> <li>Arizona State University</li> <li>Northern Arizona University</li> <li>University of Maryland</li> </ul>	Highest grade
<ul style="list-style-type: none"> <li>University of Florida</li> <li>University of North Carolina</li> <li>Texas A&amp;M University</li> <li>University of Texas- Austin</li> <li>University of Washington – Seattle</li> <li>University of Wisconsin – Madison</li> </ul>	All grades averaged (no grade replacement option)

<sup>1</sup>If the second attempt is failed, all grades are averaged.

<sup>2</sup>No institution-wide policy; results based on information from 4 of the institution's colleges.

E. What is Considered an Attempt?

ATTEMPTS	INSTITUTION						
	UA	UM	MSU	OSU	PSU	TAMU	UW-Sea
<b>Courses Included:</b>							
Audited	X	X		X			
Credit / No Credit							X
Dropped						X	
Incomplete	X						X
No Grade (NG)		X					
Withdrawn	X	X				X	
<b>Courses Excluded:</b>							
Complete Withdrawal	X				X		
Dropped			X				X
No Grade (NG)						X	X
Withdrawn							X

*No other institutions specified what is considered an attempt outside of regular grades.*

#### F. Who Initiates Grade Replacement?

INSTITUTION	RESPONSIBLE UNIT
<ul style="list-style-type: none"><li>• <b>University of Arizona</b></li><li>• University of Illinois</li><li>• University of Iowa*</li><li>• Ohio State University</li><li>• Pennsylvania State University</li></ul>	Student petition/ request
<ul style="list-style-type: none"><li>• Arizona State University</li><li>• Northern Arizona University</li><li>• University of California – Davis</li><li>• University of California – LA</li><li>• University of Maryland</li><li>• Michigan State University</li><li>• University of Minnesota</li></ul>	Automatic process when student repeats a course
<ul style="list-style-type: none"><li>• University of Florida</li><li>• University of North Carolina</li><li>• Texas A&amp;M University</li><li>• University of Texas – Austin</li><li>• University of Washington – Seattle</li><li>• University of Wisconsin- Madison</li></ul>	No grade replacement option

\*No institution-wide policy; results based on information from 4 of the institution's colleges.

## II. Full Policy Texts

### University of Arizona

<https://catalog.arizona.edu/policy/courses-credit/grading/course-repeat>

#### Repeating a Course & Grade Replacement

##### 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; 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 course offerings such as course cancellation, unit change, or time change.

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

### 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:

1. both grades received in the course on the transcript  
and
2. 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:

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

#### Procedure

RESPONSIBILITY	ACTION
Student	<ol style="list-style-type: none"><li>1. Register for the course in which "D" or "E" grade was received.</li><li>2. Earn an improved grade in the course.</li></ol>
University Registrar Services staff	<ol style="list-style-type: none"><li>3. Change the student's academic record to reflect the grade change, if any, based upon applicable policy indicated above.</li></ol>
Student	<ol style="list-style-type: none"><li>4. Verify change by requesting an unofficial transcript at <a href="https://my.asu.edu">https://my.asu.edu</a> (My ASU Web site).</li></ol>

Arizona State University

<https://public.powerdms.com/ASU/documents/1560513>

#### Petition to Take a Course for the Third Time

##### Purpose

To allow students to petition to take an undergraduate course for the third time when a grade of "D" or "E" has been received twice for the same course

##### Policy

An undergraduate course taken at ASU in which a grade of "D" or "E" has been received twice may be repeated again only after both the following criteria have been met:

1. the student has submitted a petition to take a course for the third time to the standards committee of the college in which the student is enrolled and
2. the petition has been approved by the college standards committee, or the University Standards Committee, if denied by the college.

#### Procedure

Responsibility	Action
Student	1. Complete and submit a petition to take a course for the third time to the standards committee of the college in which the student is enrolled.
College standards committee	2. Review the petition and approve or deny it. Forward the petition to University Registrar Services.
	<b>If the petition is approved by the college standards committee:</b>
	3. Note on the petition whether approval is for the present or a future semester.
University Registrar Services	4. Post the following note on the Person Comment Entry page in Peoplesoft "[Course prefix and number] APPRVD 3X date [date]."
	<b>If the petition is denied by the college standards committee:</b>
College Standards Committee	5. Forward the petition to University Registrar Services Graduation Section
Graduation Committee	6. Prepare and forward the petition to the University Standards Committee.
University Standards Committee	7. Approve or deny the petition and forward it to University Registrar Services. 8. Send to the student a copy of the results of the petition(s). Instruct the student to contact his or her college.
	<b>If the petition is approved:</b>
	<b>If the petition is approved after the add deadline and before the transaction deadline for the session:</b>
University Registrar Services	9. Post approval to the Person Comment Entry page in Peoplesoft.
Student	10. Register for the course.
	<b>If the petition is approved after the transaction deadline for the semester:</b>
College	11. Submit an approved Academic Record Change in order to register or add the course that has been approved to be retaken
University Registrar Services	12. Post the completed course to the student's transcript.

## Northern Arizona University

<https://www9.nau.edu/policies/Client/Details/1495?whosLooking=Students&pertainsTo=All&sortDirection=Ascending&page=1>

### Grade Repeat/Replacement – Undergraduate Students

#### Policy Summary

This policy is used to establish when a student may repeat a course for grade replacement and/or credit.

#### Reason for This Policy

In certain circumstances, undergraduate students may wish to repeat a course so as to improve their previous performance by earning credit, raising their grade point average (GPA), or retaking a course that is a prerequisite for another course.

#### Entities Affected by This Policy

- All colleges and instructional units
- All undergraduate students
- Office of the Registrar
  - Who Should Know This Policy
- All colleges and instructional units
- All undergraduate students
- Office of the Registrar
- University Advising
- All Student Support Services

#### Definitions

**Topics Course:** A course that may vary with each offering, allowing for an in-depth consideration of special topics to be listed under the same course number.

**Grade Repeat:** Enrolling in a course for an additional attempt at earning a grade.

**Grade Replacement:** Enrolling in a course for an additional attempt with an opportunity for the new grade to replace the previous grade in the term and cumulative GPA.

#### Policy

##### A. General

- a. Students may repeat a course for grade replacement if a grade of “D” or “F” was previously earned. A student may only earn credit for a course once unless the course is designed to permit earning credit multiple times.



- b. Repeating a course in which a “D” was earned will provide an opportunity for grade replacement, however, additional credits/units will not be earned since the course was passed with a “D” on the previous attempt.
- c. Repeating a course in which a “F” was earned will provide an opportunity for grade replacement and add additional units/credits since the units/credits were not earned with a “F” grade.
- d. If the second attempt/first repeat is a lower grade, the better of the two grades will be used in GPA calculations.
- e. Students may only repeat a course at NAU once for grade replacement unless they have prior approval from the department offering the course.
- f. Students may not repeat a course for grade replacement in which a grade of "A" or "B" or “C” or “P” was earned, with the following exception. Students may repeat a course for grade replacement for a grade of a “C” if the student request is supported by the department offering the course and approved by the Academic Standards Committee prior to enrollment. If a student has approval from the academic college/department offering the course, then they may repeat a course from the pre-approved list maintained by the Academic Standards Committee and listed on the form maintained by the Office of the Registrar.
- g. A student may elect to repeat a course with a grade of an “A”, “B”, “C” and/or “P” if they elect to take the course for no credit. The grade will not be calculated into the GPA, nor will credit be earned.

#### B. Conditions to repeat a course for grade replacement

- a. The same grading option must be used for the repeated course as was used when the course was taken initially.
- b. Special topics courses must have the same topic as when the course was originally taken.
- c. Course titles may change, however, if the course content remains the same the course will be repeatable.
- d. The course must be taken at NAU; students may not repeat a course at another institution to replace a grade earned at Northern Arizona University, however, the course may fulfill degree requirements if eligible.
- e. The course must still be offered by NAU; students may not repeat courses that Northern Arizona University has discontinued or canceled.
- f. A student is only eligible to repeat a course for grade replacement if they are still pursuing the academic career the course was originally completed; once a degree is awarded the course is not eligible for grade replacement.

#### C. Courses not eligible for grade repeat

- a. Due to 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, certain topics courses.

#### Responsibilities

**Academic College/Department:** Determine if a course should go to the ASC for repeat with a grade of a “C” approval.

**Office of the Registrar:** Apply grade replacement.

#### General Procedure

##### Procedures

##### **First repeat/second attempt:**

1. Students may self-enroll in their first repeat/second attempt if a grade was earned of a “D” or “F” in the previous attempt.

##### **Second repeat/third attempt**

1. Approval from the department offering the course is required for a second repeat/third attempt; please see the Office of the Registrar forms page.
2. The Office of the Registrar will enroll the student after the form is completed with all approvals.

##### **Academic Standards Committee Approval to repeat a “C”:**

1. The ASC has pre-approvals for repeats listed on the repeat form.
2. Any request to add an additional course for ad hoc or continuous approval will be requested by the department offering the course with the Chair of the ASC.
3. The Chair will add the department representative to the next ASC meeting.
4. The department representative will share the reasons for repeating the course for grade replacement.
5. The ASC will render a decision and inform the department representative.
6. The department representative will determine relevant communication about the results to remaining interested parties.

##### **Taking a course for no credit:**

1. Complete and submit the repeat for no credit form to the Office of the Registrar.

##### Student Considerations:

- Students should check with their advisor about how a course repeat will count in their degree requirements.

- Students should check in with Financial Aid about the difference between repeating a course they have passed or failed.

### **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 course 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.

University of California – Davis

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

Grades

(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)

#### University of California – LA

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

#### Repetition of Courses

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:

1. 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.
2. 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.
3. 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.
4. 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.
5. Certain programs may place additional restrictions on the repetition of courses required for those programs.
6. 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

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

When a student earns a C (2.0) or higher in a course, they 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 the student entered UF with credit for Advanced Placement (AP) or International Baccalaureate (IB) courses and they then repeat and pass the equivalent course at UF, they 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 Illinois – Urbana Champaign

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

#### Repeated Undergraduate Courses and Campus Grade Replacement

##### 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.
  - A. 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.
  - B. 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.
  - C. A course may be repeated for grade replacement only once.
  - D. Courses may be repeated for grade replacement only in those cases in which students received grades of C-, D+, D, D-, or F on the first attempt.

- E. Variable credit courses must be taken for the same number of credit hours when repeated for grade replacement. Special topics courses must be taken for the same topic when repeated for grade replacement.
  - F. 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:
  - A. Both course enrollments and corresponding grades appear on the official transcript.
  - B. The first course enrollment on the student's transcript will be permanently identified as a course that has been repeated for grade replacement.
  - C. 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)).
  - D. 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 Iowa: College of Liberal Arts and Sciences

<https://clas.uiowa.edu/academics/handbook/grading-system>

Second-grade-only (SGO) option (#)

CLAS students may repeat up to three courses taken at the UI for the second-grade-only option (SGO), regardless of the letter grade originally earned in the course. If a student repeats a course and officially requests the SGO, both grades will be visible on the permanent record, but only the second grade will be used in GPA calculations and counted

as hours earned. (Unless and until the second-grade-only option is requested, both grades will continue to be counted in the grade point averages.)

The second-grade-only option (SGO) may be used only for University of Iowa courses. A course taken at another college or university may not be repeated at the University of Iowa under the SGO, nor may a UI course be repeated at another institution under the SGO.

If you plan to apply to a graduate or professional program, keep in mind that these programs may require a review of all your grades. Because both the first and second grade remain visible on your permanent record, a graduate program might include the original grades in a calculation of your total grade point average.

On the permanent record, the SGO appears as a pound sign (#), showing that the first grade has been replaced by the second grade in the GPA calculations, and that only the hours from the second registration have been counted as hours earned.

#### University of Iowa: Tippie College of Business

<https://students.tippie.uiowa.edu/undergraduates/academics/undergraduate-advising/resources-policies-and-forms/request-second-grade>

#### Request a Second-Grade-Only Option

**Only Tippie students can use this form to request the second-grade-only option. College of Liberal Arts and Sciences (CLAS) and pre-business students must use the [process established by CLAS](#).**

Before completing this form, Tippie students should discuss using the second-grade-only option with their advisor and confirm they are eligible to use a second-grade-only option.

A request for a second-grade-only option cannot be processed unless the session in which the course is being repeated has begun. Students admitted to Tippie may use the second-grade-only option on any courses except those numbered over 3005 in ACCT, BAIS, BUS, ECON, FIN, MSCI, MGMT, MKTG, and ENTR.

#### Policies

- You may apply the option to up to three courses.
- The option may be used once per course and cannot be retracted from the record.
- A course taken at another institution may not be used under the option.
- A UI course may not be repeated at another institution under the option.
- If the course was first taken for a grade, it must also be the second time.
- Pass/nonpass courses may be taken for a grade the second time.
- Courses using this option may be taken in any mode of delivery.
- Graduate colleges may recalculate GPA using all grades visible on the record.

#### Procedure

If you are using the second-grade-only option, you must register as usual for the course that is to be replaced. After the session has begun, then you should request the second-grade-only option. Once the second grade has been taken, records will be marked with "#" to show that your first grade has been replaced.

#### University of Iowa: University College

<https://uc.uiowa.edu/admitted-university-college-programs/additional-credit-limitations>

##### Second-Grade-Only Option (SGO)

###### What is the Second-Grade-Only Option?

Students admitted to **University College** may repeat up to three courses for a different grade, regardless of the grade originally earned in the course. The second-grade-only option (SGO) may be used only for University of Iowa courses, and may only be used once for a course.

If a student repeats a course and officially requests the second-grade-only option, both grades will be visible on the permanent record, but only the second grade will be used in GPA calculations and counted as hours earned. *Unless, and until, the second-grade-only option is requested, both grades will continue to be counted in the grade point averages.*

A course taken at another college or university may not be repeated at the University of Iowa under the SGO, nor may a UI course be repeated at another institution under the SGO.

If you plan to apply to a graduate or professional program, keep in mind that these programs may require a review of all your grades. Because both the first and second grade remain visible on your permanent record, a graduate program might include the original grades in a calculation of your total grade point average.

On the permanent record, the SGO appears as a pound symbol (#), showing that the first grade has been replaced by the second grade in the GPA calculations, and that only the hours from the second registration have been counted as hours earned.

#### University of Iowa: College of Public Health

<https://www.public-health.uiowa.edu/student-handbook-undergraduate/#second-grade>

##### Second-Grade-Only Option

Students admitted to the College of Public Health should contact [Kim Klinedinst](#) to request a second-grade-only option. College of Public Health students may repeat up to three courses taken at the University of Iowa regardless of the grade originally earned in the course and may only be used once per class. A course may not be repeated under the second-grade-only option once it has been used as a prerequisite for a more advanced



course that the student has completed successfully. The second-grade-only option cannot be used to remove a grade of incomplete, which must be removed in the usual manner.

The second-grade-only option may be used only for University of Iowa courses. A course taken at another college or university may not be repeated at the University of Iowa under the second-grade-only option, nor may a UI course be repeated at another institution under the second-grade-only option.

Any second-grade-only options used before entry to the College of Public Health counts toward the maximum of three second-grade-only options allowed.

If the course was taken for a grade the first time, it must be taken for a grade the second time.

If the course was taken satisfactory/fail the first time, a student may choose to take the course for a grade or as satisfactory/fail the second time.

Any University of Iowa course taken in any mode of delivery—during a regular semester, a summer session, an intensive session, or through distance learning and the Division of Continuing Education—may be repeated in the same mode of delivery or in any other mode of delivery.

Students who have been awarded a degree from the University of Iowa may not use the second-grade-only option on a course taken before the degree was awarded.

Students must register as usual for the course that is to be repeated. After the session in which the course is being repeated has begun, students must request the second-grade-only option by completing the Second-Grade-Only Option Request Form. Students must follow this procedure or both grades will be counted in their University of Iowa grade-point average.

The permanent record is adjusted by placing a pound symbol (#) next to the first grade to indicate that it is no longer being included in the grade-point-average calculation, and only the semester hours from the second registration have been counted as semester hours earned. Once placed on the record, the option may not be retracted. Graduate or professional colleges may recalculate grade-point averages using all grades visible on the permanent record.

#### University of Maryland

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

#### Repeat Course Guidelines

The following repeat course guidelines apply to ALL courses that may not be repeated for additional credit.

1. The following students are required to follow the repeat guidelines effective Fall 1990:

- a. All new freshmen who began at University of Maryland, College Park Fall 1990 and after.
  - b. Transfer students from schools other than Maryland community colleges who began at University of Maryland, College Park, Fall 1990 and after. This includes transfer students from another University of Maryland institution.
2. 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 in which a grade of "I" has been noted.*

3. Students may repeat no more than 18 credits. Additionally, if a student withdraws from all courses during a semester, those courses are not included in this limit.
4. 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:
  - a. When the repeated course was taken within the student's first semester at University of Maryland, College Park, or
  - b. 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.
5. 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.
6. 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.
  - a. If the course was taken after the semester in which the student reached 24 credits attempted, the original grade remains in the GPA calculation.

## Repeating a Course

Undergraduate students can repeat a course no matter the previous grade. Undergraduate students who enrolled in a course for CR, or P cannot repeat the course on a credit basis. Students may repeat a course for a maximum of two times for three total enrollments and can repeat a maximum of 20 credits.

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.

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

### **College of Law Repeat Policy**

A repeated course may be counted only once toward credit for graduation. However, both grades will appear on the student's transcript and will be included in the calculation of the student's grade point average.

A student earning a grade of "F" in any semester in any course required for graduation must repeat and successfully complete the required course with a passing grade of "C" or above within two (2) semesters.

### **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.

1. A student may receive aid when repeating a course that was previously failed (received a 0.0 or No Pass) multiple times.

2. Once a student passes a class, they can only receive aid for retaking that course one additional time, regardless of the grade earned for that additional attempt. Any subsequent attempts will not be eligible for aid.
3. 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.
4. A course that is dropped is not considered an attempt for purposes of this policy.

A one term adjustment to course eligibility, credit limits, and repeats existed for Spring 2023 only. More information can be found at <https://advising.msu.edu/about/credit-no-credit>.

The full revised policy is available

at [https://policies.msu.edu/\\_assets/pdfs/policies/registrar/MSU-University-Policy-Credit-No-Credit-Policy.pdf](https://policies.msu.edu/_assets/pdfs/policies/registrar/MSU-University-Policy-Credit-No-Credit-Policy.pdf).

## 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

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.

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.

## Ohio State University

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

### 3335-8-27.1 Grade forgiveness rule

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

(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.

Pennsylvania State University

<https://aappm.psu.edu/policy/h-2-undergraduate-grade-forgiveness>

H-2: Undergraduate Grade Forgiveness

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.

This procedure is available to all degree-seeking undergraduate students while active, suspended, dismissed, on Leave of Absence, or discontinued. Although this policy was first implemented in Summer 2020, it can be used for courses completed prior to implementation or as a non-degree student. Once a student has earned their degree and graduated with their associate or baccalaureate degree, they cannot request grade forgiveness for courses taken prior to graduation. Students enrolling in a sequential degree can only use grade forgiveness for courses taken after the first degree was awarded.

### 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.

### 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).
- The maximum of 12 credits applies across the span of any sequential baccalaureate degrees.
- Only grades of D or F can be forgiven.
- Students who have graduated are not eligible for Grade Forgiveness. Students seeking to use Grade Forgiveness using a course taken during their final semester will need to have this approved prior to degree conferral, which is approximately one week after the final grade reporting deadline.

- 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 AAPPm under C-7) and a grade has been posted to the student's academic record, they may submit a request form in LionPATH for the prior grade to be removed from the computation of both their semester and cumulative grade-point averages. The online Grade Forgiveness Request form is located in their LionPATH Student Center under Academic Records.
- 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).
- A PS or PD grade that is assigned according to policy G-6 PASS/FAIL GRADING cannot be used to forgive a previous grade of D or F. Only letter grades can be used to forgive a previous D or F in the same course.
- Students receiving financial aid are strongly encouraged to consult with their campus representative from the Office of Student Aid about potential implications.
- College review/approval of the request is only to ensure that they have consulted with their academic adviser, as determined by the College expectations, and that they acknowledge that there may be potential Student Aid implications.
- Equivalent courses are considered courses that share the same Subject and Catalog Number. Courses that use the X94, X95, X96, X97, X98 and X99 numbering convention are excluded because they are designed to be unique topical offerings.
- 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).
- In situations where students repeat a variable credit course for which the number of credits differs in the two offerings, Grade Forgiveness can still be used to remove the first attempt in the GPA calculation.
  - 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. The only exception is for a student who is suspended at the end of a semester and for whom Grade Forgiveness would result in a cumulative GPA of 2.0 or better. This student can use Grade Forgiveness to return to good standing. If the cumulative GPA would not be above 2.0, a petition for an immediate stay of academic suspension would be the only way to seek a change in standing.

**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.**

Pennsylvania State University

<https://senate.psu.edu/students/policies-and-rules-for-undergraduate-students/47-00-48-00-and-49-00-grades/#47-80>

47-80 Repeating Courses

*A student is limited to repeat a course only when a grade of less than C was obtained, for a maximum of two (2) attempts. Attempts are defined as earning a grade in a class or late-dropping the class. Any exceptions to these rules must be approved by the appropriate academic official within a student's college of enrollment.*

*In situations where a student withdraws from the University (Policy 56-30) these courses will not be counted as one of the two allowed attempts on given courses.*

*The grades earned during all attempts in a course appear on the transcript. Any course repeated under this policy will be counted no more than once for entrance to major and graduation requirements. For up to 12 repeated credits, the most recent grade is used in the computation of the cumulative grade-point average.*

*This policy does not apply to courses designated as "repeatable."*

Texas A&M University

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

10.20, .21, and .22

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.

#### University of Texas - Austin

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

##### Repetition of a Course

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 Washington-Seattle

[https://registrar.washington.edu/registration/policies-procedures/?\\_ga=2.229441880.558380129.1643993081-799621994.1643133372](https://registrar.washington.edu/registration/policies-procedures/?_ga=2.229441880.558380129.1643993081-799621994.1643133372)

##### Repeat a Course

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 Wisconsin - Madison

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

#### Failures

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.