

# RETAKING A COURSE - UNDERGRADUATE

**POLICY TYPE:** ADMISSIONS & ACADEMIC POLICY COMMITTEE

**RESPONSIBLE OFFICIAL TITLE:** PROVOST & EXEC. VICE PRES. FOR ACADEMIC AFFAIRS

**RESPONSIBLE OFFICE:** VICE PROVOST FOR UNDERGRADUATE ACADEMIC AFFAIRS

**EFFECTIVE DATE:** 12/14/2010

**MOST RECENT REVIEW:** 2/15/2024

**NEXT REVIEW DATE:** PREVIOUS REVIEW PLUS FOUR (4) YEARS – 2/15/2028

**BOARD OF REGENTS REPORTING (CHECK ONE):** PRESIDENTIAL REPORT (INFO. ONLY)

## I. POLICY STATEMENT

The provisions of this policy apply when a student is retaking a course for grade replacement. Some degree programs may have their own specific requirements. A course retaken using this policy is noted as such on the student's academic record; remains in the student's attempted hour calculations; and is removed from the earned hour, quality point, and GPA calculations. These updates/changes to the semester and cumulative GPA calculations do not affect nor change the academic standing or semester honors that were granted in the prior semesters when the retaken course is excluded using the policy.

1. A student may retake a maximum of six different courses during the undergraduate academic career.
2. A student may not attempt the same course more than three times (original attempt plus two retakes).
3. When a course is retaken, the better of the grades will be counted toward GPA calculation.
4. A student may not retake a course to replace a letter grade of A through F with a Pass/Fail (P/F) grade.
5. Once a degree/certificate is awarded for a specific program, then all courses compiled within that awarded credential are not eligible for this retake policy.
6. Courses that were earned as transfer credit are not eligible for this retake policy.
7. Grades for discontinued or repeatable courses could be replaced if (a) a new course covering the same content has been created to replace the discontinued course or (b) the student has received special permission from the chair/program director of the department/school or the dean of the college offering the alternative course.

## II. ENTITIES AFFECTED

Students, Academic and Service Departments, Staff

## III. EXCEPTIONS

For exceptions to provisions of this policy, the student must petition in writing the dean of the college in which the course is offered. The student must have the permission before enrolling in a retaken course that requires a policy exception.

## REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
<b>Review (AAPC)</b> – Added last sentence to first para. to clarify non-effect on previous semesters; added “undergraduate” to title to clarify – Graduate students have separate policy	February 15, 2024 (AAPC)
<b>Revision &amp; Name Change</b>	July 1, 2019
<b>Policy – Repeating/Retaking a Course</b>	December 14, 2010

# RETAKING A COURSE

## PRESIDENTIAL APPROVAL

### PRESIDENT

Signature

Ashish Vaidya

Date

7/1/19

Ashish Vaidya

## BOARD OF REGENTS APPROVAL

### BOARD OF REGENTS (IF FORWARDED BY PRESIDENT)

- ☒ This policy was forwarded to the Board of Regents on the **Presidential Report (information only)**.

Date of Board of Regents meeting at which this policy was reported: 9 / 11 / 19.

- ☐ This policy was forwarded to the Board of Regents as a **Presidential Recommendation (consent agenda/voting item)**.

☐ The Board of Regents approved this policy on \_\_\_\_/\_\_\_\_/\_\_\_\_.  
(Attach a copy of Board of Regents meeting minutes showing approval of policy.)

☐ The Board of Regents rejected this policy on \_\_\_\_/\_\_\_\_/\_\_\_\_.  
(Attach a copy of Board of Regents meeting minutes showing rejection of policy.)

### EXECUTIVE ASSISTANT TO THE PRESIDENT/SECRETARY TO THE BOARD OF REGENTS

Signature

Bonita Brown

Date

9/18/19

Print Name

Bonita Brown