

# GRADE FORGIVENESS

What policies do other schools have regarding grade forgiveness? We have researched comparative institutions to find what policies they have and how they are instituted in their perspective Universities.

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## University of Delaware – *Proposed Policy*

### UGS Committee Resolution on Grade Forgiveness

**Whereas,** the University of Delaware has an existing policy that allows students to repeat courses, and,

**Whereas,** a student's grade point average (GPA) currently is calculated by averaging all grades received for the course, and,

**Whereas,** many students find their first year in college difficult and may find themselves lacking the background necessary for some of their courses, and,

**Whereas,** students who receive poor grades in an introductory course for their major often can benefit from repeating such a course before proceeding to more advanced courses, and,

**Whereas,** the University of Delaware is committed to creating an environment that supports academic exploration and flexibility in addition to being one that is academically demanding, be it therefore,

**Resolved,** that grade forgiveness (where only the second grade will be used to recalculate the student's GPA) would take place under the following conditions:

- 1) Eligible courses are those for which a grade of less than "C" was given.
- 2) Up to two separate courses, not exceeding eight credits, are eligible.
- 3) The course(s) must be retaken within one year after the original course(s).
- 4) The student will be allowed to repeat such courses once for an improved grade.
- 5) Only the second grade will be used to recalculate the student's GPA.
- 6) The original course and grade will remain on the student's transcript.
- 7) Students who wish to utilize grade forgiveness first must discuss it with their academic advisor and must apply in advance through their Dean's office or through the Registrar's Office?

**Be it further Resolved,** that the following undergraduate students at the University of Delaware are eligible for grade forgiveness:

- 1) "Traditional" (first-time matriculated) students at the Newark Campus are eligible up to and including the semester in which they accumulate their first 24 credits for courses taken on campus (i.e. their first year).
- 2) Transfer students to the Newark campus are eligible for courses taken during their first semester on campus.
- 3) Associate in Arts (AA) students are eligible up to and including the semester in which they accumulate 24 credits for courses taken at their satellite campus. If students do not utilize grade forgiveness while in the AA program, then they would be eligible as are transfer students.

This policy is effective beginning 9/1/12.

## American University

### Freshman Forgiveness Rule

A. A degree or nondegree freshman student who, during the first two semesters of full-time undergraduate study, receives a grade (or grades) of F or X may repeat the course (or courses) at American University within the calendar year thereafter or in the next two regular semesters in which the student is registered. If the course is not given within the calendar year following the earned F or X, the student may use the option at the time the course is next offered. No grade shall be removed from the transcript, but when such a course is repeated, only the grade earned the second time the course is taken shall be used in computation of the cumulative average for university purposes such as making decisions concerning probation, dismissal, and required average for graduation.

B. The part-time degree or nondegree first-year undergraduate who, during his or her first 30 credit hours of study, receives a grade (or grades) of F or X may repeat the course (or courses) at American University within a calendar year after the semester in which the grade (or grades) of F or X was received, with the resulting cumulative average benefits stated in regulation 25.10.06.A.

C. Degree and nondegree students who are readmitted to the university before they have begun their third semester of college work may, within the first or second semester after their readmission, take courses in which they received an F or X during their first two semesters at American University, with the resulting cumulative average benefits stated in regulation 25.10.06.A.

D. The foregoing regulations are not applicable to students who enter the university as transfer students, including those who enter as transfer students with freshman status.

E. It is understood that this regulation is applicable only when the dean's office of a teaching unit has so advised the student in writing.

F. It is understood that students who bring to the university course work earned through the Advanced Placement tests of the College Entrance Examination Board, the College Level Examination Program, college course credit earned before graduation from high school, and course work completed during the summer immediately following high school graduation, are not classified as transfers.

*Manual of Information, Regulations and Procedures, Section III, Academic Regulations, third edition, pp. 8-8b; Vice President for Academic Affairs, September 1975.*

#### **NEW POLICY Effective Fall 2012** 4. *Freshman Forgiveness*

Degree students, during the first two semesters of full-time undergraduate study, may request Freshman Forgiveness for any two courses that have resulted in a grade of C- or lower. Part-time degree students may request Freshman Forgiveness during the first 30 [credit hours](#) of study. Students must repeat such courses within the next calendar year or at the first possible opportunity. Only the second grade is computed in the [cumulative average GPA](#), but both courses remain on the transcript. Students may not request Freshman Forgiveness for a course, if they received a sanction of a grade of F for that course due to a violation of the [Academic Integrity Code](#).

[Full-time, part-time](#), and Washington Mentorship students are eligible to apply for Freshman Forgiveness. Transfer and non-degree students may not claim Freshman Forgiveness. Certain classes may not be repeated for Freshman Forgiveness. Students should check with their academic advisor to determine which courses are not eligible for Freshman Forgiveness.

F. It is understood that students who bring to the university course work earned through the Advanced Placement tests of the College Entrance Examination Board, the College Level Examination Program, college course credit earned before graduation from high school, and course work completed during the summer immediately following high school graduation, are not classified as transfers.

## **Boston College**

No Policy Instituted

## **Boston University**

No Policy Instituted

## **Brown University**

No Policy Instituted

## **Carnegie Mellon**

No Policy Instituted

## **College of William & Mary**

No Policy Instituted

## **Columbia**

No Policy Instituted

## **Cornell**

### **Repeating a Course**

Effective Spring 2005, CALS students may repeat a course previously completed at Cornell. Students may wish to repeat a course in order to demonstrate an increased understanding of course material or to improve a grade. If you wish to repeat a course, please submit the Repeating a Course form to the CALS Registrar's Office in 140 Roberts Hall. This is for record-keeping purposes only.

Important Information:

- Both grades will appear on the official transcript.
- Both grades will be included in the cumulative GPA
- The repeated course will count toward the minimum of 12 credits required for full-time status.
- The repeated course will increase the number of credits required for graduation by the number of credits in the course.

## **George Washington University**

No Policy Instituted

## Georgia Institute of Technology

### Grade Substitution

Effective with the entering Fall 2005 first-time freshman class.

1. First-time freshman students who receive a grade of D or F in a course within their first two terms in residence (first three terms for those who begin in the Freshman Summer Session) are eligible to repeat the course and have the original grade excluded from the computation of the academic average. Grade substitution may be used only once per course, with a maximum of two courses total.
2. The course must be repeated at Georgia Tech within the student's first four terms in residence (first five terms for those who begin in the Freshman Summer Session). The application for grade substitution must be filed with the Registrar's Office no later than the deadline for withdrawing from a course during the student's next term in residence after the course is repeated.
3. The original course and grade will continue to appear on the student's transcript, with a notation that the course was repeated and that the original grade is not included in computation of the academic average. Credit for the course will be counted only once.
4. If the revised academic average results in a change in academic standing for any term, then the revised standing will be reflected on the student's transcript. If standing is changed from "Dismissal" to a higher standing, it will be recorded as "standing from Dismissal" and the dismissal will continue to be counted with respect to regulations and policies related to Withdrawal and Readmission.
5. A course is not eligible for grade substitution if the student was found responsible for any academic misconduct in that course regardless of how many times it is repeated.

## Lehigh University

### Repeating of courses

Students may repeat any grade. In a course in which a grade is repeated, the final grade received upon repetition of the course is counted in the cumulative average. The original grade and credit hours received will remain on record but be dropped from the cumulative grade point average.

However, a student who fails a repeated course after receiving a passing grade the first time will have the original grade deleted from his or her average, but will retain credit for the course toward graduation.

For deletion of a grade from cumulative average after repeating a course, a student must (a) file the deletion form with the Registrar's Office; and (b) repeat the course with a final grade at Lehigh.

Students may not repeat a course taken for a regular qualitative grade using a course assigned pass/fail grading. Students may not repeat a course at another LVAIC institution in which they expect to have a Lehigh cumulative grade point average adjustment.

## Northeastern University

### College of Professional Studies: (Page 19)

#### Repeating a Course

If a student fails a course, she/he may repeat the course to try to earn a passing grade. A student may take the same course up to three times to earn a passing grade. Only the grade earned in the last attempt is used to calculate GPA.

Financial aid recipients must be mindful that repeating courses could impact their aid eligibility. Students with questions about this impact should contact their [Financial Aid Counselor](#).

#### Course Repeat and Course Substitution (TSM):College of Telecommunications Systems Management

A student may repeat a course, in which case the original grade will remain on his or her academic transcript, but will not be calculated in the QPA. The second grade will stand, and will affect the QPA, regardless of performance. A “Repeat” code will appear on the student’s transcript. A student must repeat any core course in which s/he earns a grade lower than ‘B-’.

In the case of elective course work, a student may take an additional course beyond minimum program requirements in order to substitute for a course already taken. In this case, a student must file a petition for approval. A “Substitute” code will appear on the student’s transcript. The substitute course must be graduate-level.

Students may repeat or substitute a maximum of eight semester hours in their program of study. In all cases, the original course and grade will remain on the student’s transcript; however, the original grade will not be calculated in the QPA.

Course repeat and substitution is to be used for academic purposes only, e.g., course substitution cannot be used to extend the date of graduation or to enable co-op.

#### Course Repeat and Course Substitution (CSE):College of Computer Systems Engineering

A student may repeat a course, in which case the original grade will remain on his or her academic transcript, but will not be calculated in the QPA. The second grade will stand, and will affect the QPA, regardless of performance. A “Repeat” code will appear on the student’s transcript. A student must repeat any core course in which s/he earns a grade lower than ‘B-’.

In the case of elective course work, a student may take an additional course beyond minimum program requirements in order to substitute for a course already taken. In this case, a student must file a petition for approval. A “Substitute” code will appear on the student’s transcript. The substitute course must be graduate-level.

Students may repeat or substitute a maximum of eight semester hours in their program of study. In all cases, the original course and grade will remain on the student’s transcript; however, the original grade will not be calculated in the QPA.

Course repeat and substitution is to be used for academic purposes only, e.g., course substitution cannot be used to extend the date of graduation or to enable cooperative education.

## **NYU**

### [The Graduate School of Arts and Science \(GSAS\)](#)

#### **Retaking Courses**

3.8.1. Retaking Courses: With permission of the Department Chair or the Director of Graduate Studies, the student may be allowed to retake a course and have only the new grade count toward the GPA. In this case, only the credits for the retaken course will count toward the degree requirement. Permission will be granted for this only when the student can demonstrate that the earned grade was the result of factors outside the student's control.

### [NYU Stern](#)

#### **Grade Point Average**

The grade point average (GPA) is determined by dividing grade points by the credits (with 0 grade points and 4 credits for a grade of F; 0 grade points and 0 credits for a P). No courses in which a passing grade has been received (D or better) may be retaken. Retaking a course that has been passed in previous semesters is a violation of Stern's policy and will not count toward graduation requirements and will not be computed into the student's GPA. A student may repeat a course in which a failing grade was received. However, both the failing grade and the passing grade will remain on the transcript, and both will be calculated into the GPA.

The courses accepted toward the degree must first meet program requirements. Credit will be applied in strict chronological order.

### [NYU SCPS](#) (School of Continuing and Professional Studies)

#### **REPEATING A COURSE**

Only courses with a grade of "C" or lower may be repeated including an "IF" that has lapsed to an "F". In the case of a course that has been repeated, only the second grade, whether higher or lower, is computed into the average. Credit is only earned once with a passing grade. The initial grade, however, remains on the transcript with parenthesis notating that it is no longer calculated in the GPA. Students should be aware that certain graduate schools would compute both grades in the GPA.

Students may repeat a course only once. Students may be dismissed from the program if a required course is not passed after the second attempt. Students must register and pay for a course to be a repeat.



## Penn State University

### REPEATING COURSES (Senate Policy [47-80](#))

#### COURSES DESIGNATED AS REPEATABLE

Certain courses (e.g., variable-credit and special-topics courses) are designated as repeatable; they may be taken more than once for credit. If a course can be repeated, the words "per semester" follow the number of credits (e.g., "3 per semester") in the [course description](#). These courses may be repeated indefinitely unless the statement of the number of credits is followed by the maximum number of credits allowed (e.g., "3 per semester, maximum of 12").

#### COURSES NOT DESIGNATED AS REPEATABLE

**If a grade of C or better was earned**, the student should consult with his/her adviser to discuss the usefulness of repeating the course.

**If a grade of D was earned**, the course may be repeated. However, the student is not required to repeat the course unless a C or better is required for his/her program (see [C-Grade Requirement](#), [Entrance to a Major](#), [Academic Entrance and Retention Requirements](#), and [Degree Requirements](#)). Even if a C or better is not required, the student may choose to repeat the course if it is a prerequisite for a course that he/she plans to schedule. In this case, the student's preparation should be evaluated by the department offering the course with the prerequisite.

**If a grade of F was earned**, the course may be repeated. The student is not required to repeat a failed course unless the course is required in his/her program.

**If UN (unsatisfactory) was earned**, the course may be repeated but only under the conventional grading system (see [Satisfactory/Unsatisfactory Grading System](#)).

#### IMPACT ON THE STUDENT'S RECORD

When a course has been repeated, all of the credits and grades earned are included when calculating the student's grade-point average. However, the course counts only once as a graduation requirement.

## FLAGGING COURSES THAT HAVE BEEN RETAKEN

To qualify for flagging, both the original and subsequent course must be taken at SU and have the same course subject and number. Except as noted in TABLE A, only the credits and grade received in the second course will count.

- Both the original course and the retaken course remain on your transcript.
- You may not flag courses designated as repeatable, since course content is different each time the course is offered.  
Exceptions:
  - Selected Topics courses (with numbers ending in "00") may be flagged if they have exactly the same title
  - Proposal for Independent Study courses may be flagged when the course subject, number, description, and requirements are the same
- If a course is no longer offered under the same subject and/or number, you may petition the school/college in advance to retake the course most nearly equivalent in content and level. Certification by the academic department that the course is a close equivalent, not just a substitution for the degree requirement, is required.
- Advanced Credit exams or courses that merely substitute for a degree requirement are not considered to be retaken courses for flagging purposes.

## GRADUATE STUDENTS

You may petition your academic unit and the Graduate School to flag the following:

- undergraduate or remedial courses that are not part of your graduate program, such as English as a Second Language
- courses taken while non-matriculate
- when officially changing degree programs, courses that don't apply to your new degree program under certain conditions. Contact your department for further information.
- when retaking a course in which you earned a grade of C+, C, C- or F, with the approval of your academic unit and the Graduate School. Graduate courses may be retaken only once. (Note that unless flagging is requested, both the original course and the retaken course will be included in calculations.)

## UNDERGRADUATE STUDENTS

TABLE A RETAKEN COURSES AND FLAGGING RULES

School/College	Retaken Course Rule	Flagging Rule
Architecture	Any course in which a student has received a grade of C, D, or F may be retaken. No Architecture course may be registered for more than three times.	The higher of the two grades is counted in the GPA.

Arts and Sciences	Students may retake a course for grade improvement.	The higher of the two grades is counted in the GPA. For courses retaken more than once, the two earlier grades may be flagged by petition. Flagging, especially when excessive, may have academic consequences. Students are encouraged to speak to their home college. Flagging of repeated courses is initiated by the college at the conclusion of the semester in which the course was repeated.
Education	A requirement may be retaken more than once by advance petition only. Courses may be attempted only three times.	The higher of the two grades is counted in the GPA. For courses retaken more than once, the two earlier grades may be flagged by petition.
Engineering and Computer Science	Any course with a D or F may be retaken twice.	If a student takes a course a third time, only the third grade will be used to calculate the GPA. If a student takes a course a fourth time, the third and fourth grades will be used to calculate the GPA.
Sport and Human Dynamics	<p><i>Nutrition</i> The following required sciences: <a href="#">BIO 121</a>, <a href="#">BIO 216</a>, <a href="#">BIO 217</a>, <a href="#">CHE 106</a>, <a href="#">CHE 116</a>, or <a href="#">MAT 121</a>, <a href="#">MAT 221</a> must be retaken for credit if a D or F is earned. Any required NHM class must be retaken for credit if a C- or less is earned.</p> <p><i>School of Social Work</i> Any course with a D or F may be retaken once. A requirement may be retaken more than once by advance petition only.</p>	Grades in courses can only be flagged once.
Information Studies	Any course with a D or F may be retaken once. Retaking a course more than once or retaking a course in which a C- or higher grade was earned requires advance approval by petition.	
Management	Students may retake a course for grade improvement. Normally, students may not retake a course after completing a more advanced course in the same area. Students should check with an advisor in the Undergraduate Office	The most recent grade is used to calculate the GPA, regardless of which grade is higher. Management grades can be flagged only once.

	before retaking a course.	
Public Communications	Public Communications courses in which a passing grade was earned may not be retaken.	A grade of F will be flagged only once for a retaken course. If a student retakes a Public Communications course in which a passing grade was previously earned, the second grade will be flagged.
University College, Bachelor of Professional Studies	Required LGL courses with grades of D or F must be retaken for credit. Individual LGL courses may be retaken only once.	LGL courses with a grade of D or F will be flagged only once.
Visual and Performing Arts	Any academic elective course in which a student has received a grade of D or F may be retaken. A studio course may be retaken only when a grade of F has been received.	The higher of two grades is computed in the GPA.

#### FLAGGING COURSES WHEN CHANGING SCHOOL/COLLEGE OR PROGRAM

##### UNDERGRADUATE STUDENTS

If you are admitted through intra-university transfer into a different SU school/college, you may petition to flag courses you already completed that can't be included in your new program. You must first meet minimum criteria for admission to the new college or program, and can only petition your new college to flag courses after admission. If you change programs *within* your school/college, in rare instances when the new program requires preparation distinctly different from that of the former program, you may petition to have courses flagged that can't be applied toward your new program. Simply changing majors does not qualify for flagging.

*Arts and Sciences:* Only D and F grades in non-Arts and Sciences courses that were required for the previous program may be flagged at the student's request. A, B, C, and I grades in such courses cannot be flagged.

*Education and Management:* If you transfer into either of these schools and elect to flag courses that do not apply toward your new program, then you must flag all courses that don't apply.

#### FLAGGING GRADUATE-LEVEL COURSES TAKEN AS AN UNDERGRADUATE

If you petition to take graduate-level courses that will not apply to your undergraduate degree, you may also petition to flag those courses so that they don't calculate in your undergraduate record. If the courses are subsequently accepted as restricted graduate credit toward a graduate program at SU, then they will automatically be flagged on the undergraduate transcript. In that case, credits earned in the courses will calculate toward the graduate degree requirements, but the grades will calculate in neither the undergraduate nor the graduate GPA.

### Repeating a Course to Raise the Grade

Any student who is regularly registered for courses and who satisfies the requirements shall receive credit except that no student shall receive credit for the same course twice, unless it is specifically so stated as in a variable content course. Courses with the same number that cover the same course content cannot be counted more than once for credit. The parenthetical phrases (Formerly offered as...) and (Also offered as...) that follow a course title as a cross reference indicate that a student may not take both the course and the cross-referenced course. A student is regularly registered for a course only if he or she has conformed to all university or college regulations or requirements applying to registration for the course.

A student may repeat a course previously taken one time without seeking permission in order to earn a higher grade. The student may take the course a third time with the permission of the dean of the school or college in which the student is enrolled and the instructor of the course. Under no circumstances may a student take a course more than three times.

When a student repeats a course, credit shall be allowed only once. Furthermore, in the computation of the grade point average, the registered credit and grade points for the most recent taking of the course shall be included in the GPA calculation and the registered credit and grade for the prior taking of the course shall remain on the transcript, but shall be removed from the GPA calculation.

The student should note that repeating a course that was previously passed can have negative consequences. For example, if a student fails a class previously passed, the student would lose credit for the first, passed, attempt and not earn credit for the second, failed, attempt. Repeating a previously passed course may also have an effect on financial aid. Students considering repeating previously passed courses should consult their advisors and Student Financial Aid Services staff.

When a student repeats a course after receiving a degree, the student's transcript will indicate a grade, but no registered credit, for the repeated course. The grade and registered credit recorded for the course prior to receipt of the degree shall continue to be included in the GPA and credit calculations.

A student must have department head permission to repeat a course that is listed as a prerequisite or corequisite for any course that the student has passed. For example, a student who received a D in Chemistry 1127Q and subsequently passed Chemistry 1128Q may not retake Chemistry 1127Q without permission.

## U Md College Park

### Repeat Policy

*The following policies apply to ALL courses that may not be repeated for additional credit.*

1. The following students are required to follow the new Repeat Policy:

- a. All new freshmen who began at UMCP Fall 1990 and after.
- b. All transfer students.

**Exceptions:** - Students from Maryland Community Colleges who began at UMCP Fall 1990 or later.

- Students attending UMBC's College of Engineering from Fall 1990 through Fall 1991.

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, I, NGR, 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 registering for a course or re-register 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 results 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 UMCP campus, 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 UMCP - 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.

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 averaged into, 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 G.P.A. calculation.

- a. If the course was taken after the semester in which the student reached 24 credits attempted then the original grade remains in the G.P.A. calculation. Special exceptions can be requested by the student's college dean in unusual circumstances.

## U-Mass Amherst

### How do repeated courses appear on the Academic Requirements Report?

After you repeat a course in which you originally earned a grade of C-, CD, D+, D, or F, the Academic Requirements Report will remove the grade and the credit from the semester and cumulative totals. You are not permitted to repeat courses taken with earned grades of C or higher.

The "repeat policy" allows you to repeat up to five courses with the "grade forgiveness" described above. If you repeat more than five, the grades in both course attempts WILL count in your cumulative average, but credits, if any, will count only once. Similarly, any repeats taken before the policy went into effect in Fall of 1993 will not be subject to this policy.

There are no special designations for repeated courses on your transcript.

## University of Michigan

### Repeating a Course

Repetition of a course that varies in content from term to term is permitted only under certain conditions.

Any course that you have previously completed, regardless of the grade you received the first time, is considered a repeat. You elect a repeat through Wolverine Access, just like any other new course election.

In general, you can not receive credit for the same course twice, unless the content of the course changes from term to term and the course listing specifically says: "May be repeated for credit with permission." Thus if you repeat a course that you have previously completed with a grade of 'D-' or above, then the second election won't count as hours earned toward graduation.

If you want to repeat a course that you have failed, or you just want to repeat to improve your grade, you should know that the original grade remains on your transcript and does not get revised or averaged. The new grade appears as a separate entry under the new term of election. If your original grade was any sort of D, then the new grade will be averaged into your GPA just like any other grade even though the election does not earn hours toward graduation. The course will be marked REP for "Repetition." If your original grade was a 'C-' or above, then the new grade will be visible but will NOT count into your GPA. This election will be marked NFC for "Not for Credit."

### Repetition of Courses – College of Literature, Science & the Arts

If a course was taken in residence and a grade of A+ through C-, P, CR, or S was earned, then repetition of this course results in no additional credit or honor points. The course and grade appear on the transcript with the notation "Not for Credit." A student repeating a course in which D+ through D- was previously earned will receive honor points but no additional credit toward a degree. The course appears on the transcript with the notation "Repetition."

Repetition of a course in which an E, F, or U grade was originally earned produces both credits toward a degree and honor points for courses elected on the graded pattern; there is no special transcript notation. In all such cases, the first election and grade earned remain on the transcript. The grades earned by repetition of courses are not averaged and posted as a single entry; but are posted as separate elections.

## University of Virginia

### Repeated Courses

Courses may be repeated for credit only with the permission of the student's dean's office. However, the original course continues to appear on the official academic record and counts in the calculation of the grade point average. Regulations concerning repeated courses may vary by school and are detailed in subsequent sections.

## UNC – Chapel Hill

### Repeating Course Enrollments

Students who have received passing grades in courses may not enroll in the same courses at a later time without the approval of their academic dean. If a student proceeds with such an enrollment without securing permission, any grade received beyond the initial enrollment may be administratively removed from the student's academic transcript.

A second enrollment in a course for which a student has received a grade less than C through a previous enrollment at the University will be approved by an academic dean at the request of the student if any of the following apply:

- The course is specifically required by the student's academic major and is a prerequisite to other courses required in the major;
- At least a grade of C (2.000) must be earned in a course specifically required in the student's academic major to satisfy graduation requirements in the academic major;
- Several years have elapsed since a student's initial enrollment in a course and a current, satisfactory knowledge of the course material is either required or advisable.

In some circumstances, permission may be granted to repeat a specific course regardless of the grade earned during the initial enrollment.

If a student is permitted to repeat a course in which a passing grade previously has been earned, no additional credit hours beyond the first enrollment will be counted toward the fulfillment of the University's minimum graduation requirement of 120 academic hours. Grades and academic hours earned as a result of both enrollments, however, will be computed in the student's semester and cumulative grade point averages.

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 ConnectCarolina course catalog. A particular physical education activity (PHYA) course may be taken more than once. However, a different level of the same course (beginning, intermediate, and advanced) must be taken during each separate enrollment. PHYA courses numbered above 200 do not award credit hours, 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 lifetime fitness (LFIT) course will count toward graduation.

## University of Notre Dame

### 3.0 Evaluations of Student Work

3.3.14 If a failed course is repeated, both grades are included in the Grade Point Average.



## University of Pennsylvania

### Policy Governing Retaking a Course— College of Arts & Science

Students who receive an F in a course may retake the course for credit. Both the new grade and the original F will be tabulated into the final [g.p.a.](#) and a credit unit will be awarded if the student receives a passing grade. If a student fails a course that is required for a major, he or she should think carefully before taking the course again, since poor performance in an introductory course may indicate a need to consider another major.

If a student re-takes a course for which he or she has received a passing grade (including a P in a pass/fail course), the new grade will not be tabulated into the final g.p.a. nor will course credit be given. Some students opt to repeat a course in order to demonstrate their ability to achieve a better grade. The second grade will be recorded on the transcript, but it will not be counted in the student's cumulative average, and no additional credit will be awarded for it.

Please note: A few courses offered at Penn are sufficiently alike that the College will not grant credit for both if both are taken. These include (but are not limited to):

- Physics 101 and Physics 150
- Statistics 111 and 101, and Mathematics 114 and 115.

Students should check with a College advisor if there are any questions.

### Repeating Courses – College of Engineering

A student is not permitted to take a course which repeats a substantial part of a course previously taken. Each course should have a higher level content than any related course already completed. A student may not repeat a course already passed (D or better).

## University of Pittsburgh

### COURSE REPEAT

You should consult your dean's office for the proper procedure to follow for repeating a class and for information on how this will affect your grades and the calculation of your Grade Point Average (GPA). When you repeat a class, you must officially enroll and pay for the class again. University policy prohibits any student from attending a class without being officially enrolled for that class. A repeated course, has a notation appearing underneath the previous course taken designating it has been excluded from the GPA. The course and grade remains on your record/transcript.

## University of Texas

### Repetition of a Course – Cockrell School of Engineering

An undergraduate in the Cockrell School may not enroll in any course required in his or her engineering degree plan more than once without written consent of an adviser in his or her department. If the student registers for a course without having received consent, his or her registration may be cancelled. If the student is denied approval to repeat a required course, he or she will be placed in the undeclared major code and must consider other degree options.

A student who is denied approval to repeat a course in residence at the University will also be denied approval to complete the course by transfer, extension, correspondence, distance education, or credit by examination and then count it toward the degree.

Except in unusual circumstances that can be documented, it is unlikely that an engineering student will be given consent to enroll in a required course more than twice.

To be "enrolled" is to be registered for the course as of the twelfth class day in the fall or spring or the fourth class day in the summer. If the student drops a course or withdraws from the University after this date, the student is considered to have been enrolled.

A student in the Cockrell School may not repeat for a letter grade a course in which he or she has earned a grade of C or better.

The application to [repeat a course](#) is submitted online.

The official grade in a course is the last final grade reported. If a student repeats a course and has two or more grades, all grades and all semester hours are used in calculating the University grade point average, in determining the student's scholastic eligibility to remain in the University, and in determining the student's academic standing in the Cockrell School.

### [Repetition of a Course](#) – School of Geoscience

A student may not enroll in any course in the Jackson School more than twice, even if the course is needed to meet degree requirements, without first obtaining written consent in the Undergraduate Advising Office. The symbol Q or W counts as an enrollment unless it has been approved by the Undergraduate Advising Office for nonacademic reasons.

### [Repetition of a Course](#) – College of Liberal Arts

A student in the College of Liberal Arts may not repeat any course in which he or she has earned a grade of C or better.

### [Repetition of a Course](#)

No student may enroll in any course in the College of Natural Sciences more than twice, even if the course is needed to meet degree requirements, without first obtaining the written consent of his or her major adviser and of the department that offers the course; students in colleges other than the College of Natural Sciences need only departmental approval. A symbol of Q or W counts as an enrollment unless it has been approved by the dean's office for nonacademic reasons.

A student in the College of Natural Sciences may not repeat any course in which he or she has earned a grade of C or better.

Departments in the college may have additional requirements for students who repeat courses.

## University of Vermont

### [Repeated Courses](#)

Students who repeat a course only receive credit once for the course. The grades for all occurrences of the course remain on the permanent academic record and all are included in computing the cumulative grade-point average. Any transfer credit for repeated course work will be removed from the transfer credit record. Only the course(s) completed at UVM will be calculated into the GPA.

## Villanova

### [Repeat Freshman Year Policy](#)

The Academic Standing Committee may allow a first year student to declare academic bankruptcy by repeating the fall or spring semester, or the entire first year. The grades from the bankrupted semester or year will not be included in the cumulative average (though a record of the semester's or year's work will remain on the transcript.) Application must be made within ten days of the end of the semester or year for which bankruptcy is sought. All repeated courses must be taken at Villanova.

## Virginia Tech

No Policy Instituted

### 34. REPEAT COURSES

Students may ONLY repeat a course in which they have received a grade of C- or below, a withdrawal (W), or when a course may be repeated for additional credit. Students may enroll more than once in the same course in any given term (fall, spring, or summer) provided that the particular periods of enrollment do not overlap and that other conditions for allowed repeats are met.

Repeating courses graded C- or below. To improve the cumulative or resident grade point average, a student may only repeat courses in which a C- or below was received. When such a course is repeated, only the last grade contributes to the grade point average and total hours earned. Students may only repeat a course graded C- or below, one time at WSU during fall or spring semesters. Additional repeats are allowed from another institution or at WSU during summer terms or by special permission of the academic unit offering the course. However, the series of repeats and grades is retained on the student's academic record.

Only courses identified as acceptable equivalents according to the appropriate department, the Transfer Guide, or the Admissions Office are treated as repeats. If courses deemed equivalent in content differ in credit hours, the credit hours of the repeat course supersede the credit hours of the original course.

Once a student has graduated from WSU, repeated courses cannot change the pre-degree transcript.

Repeating for additional credit.

Some courses have been approved for repeat credit, i.e., the student may re-enroll in the course during a subsequent semester and credit may be accumulated. Such courses are designated in the WSU catalog as "May be repeated for credit" and will list the maximum credit limitation.

Courses which have been approved for repeat credit, such as topics, may offer multiple sections of a course during any one term. Students may enroll in more than one section of these courses in any one term provided that the specified particular topics and titles differ.

## Appendix

### Cornell University



**Cornell University**  
College of Agriculture and Life Sciences

Office of Academic Programs  
Registrar's Office  
140 Roberts Hall  
Ithaca, New York 14853  
t. 607.255.2017  
f. 607.254.4613  
[www.cals.cornell.edu/current/registrar](http://www.cals.cornell.edu/current/registrar)

## Repeating a Course

Effective Spring 2005, CALS students may repeat a course previously completed at Cornell. Students may wish to repeat a course in order to demonstrate an increased understanding of course material or to improve a grade.

If you wish to repeat a course, please submit this completed form to the CALS Registrar's Office in 140 Roberts Hall. This is for record-keeping purposes only.

### IMPORTANT INFORMATION:

- Both grades will appear on the official transcript.
- Both grades will be included in the cumulative G.P.A.
- The repeated course will count toward the minimum of 12 credits required for full-time status.
- The repeated course will increase the number of credits required for graduation by the number of credits in the course.

### INTENT TO REPEAT A COURSE

Name	CU ID
Email Address	Local Phone
Major	Advisor
Course to be Repeated	Semester to Repeat
Semester 1 <sup>st</sup> Taken	1 <sup>st</sup> Grade

Reason for Repeating this Course: \_\_\_\_\_

\_\_\_\_\_

07.14.06

<b>Request For Grade Substitution</b> Georgia Institute of Technology Office of the Registrar, Atlanta, Ga 30332-0315 Contact Us: comments@registrar.gatech.edu or 404-894-4150		
<b>STUDENT INFORMATION</b>		
Student Name	<div>_____</div> <div>Last First M</div>	
Student GTID	_____	Major School _____
<b>COURSE INFORMATION</b>		
Course	<div>_____</div> <div>Ex. SUBJ 1101 A3</div>	
Term /year course was originally taken	<div>_____</div> <div>Ex. Fall 2005</div>	
Term / year course was repeated	<div>_____</div> <div>Ex. Spring 2006</div>	
Student Signature	_____	Date ____/____/____
<b>STUDENT'S ACADEMIC ADVISOR</b>		
Print Name	_____	
Academic Advisor's Signature (Major School)	_____	Date ____/____/____
* NCAA Student Athletes must also obtain their Athletic Association Academic Advisor's signature.		
Print Name	_____	
Academic Advisor's Signature (Athletic Assoc)	_____	Date ____/____/____
<b>DEAN OF STUDENT &amp; REGISTRAR SIGNATURES</b>		
Dean of Students Signature	_____	Date ____/____/____
Registrar's Office Signature	_____	Date ____/____/____
Information regarding the Grade Substitution Policy is located in Student Rules and Regulations <a href="http://www.catalog.gatech.edu/rules/5c.php">http://www.catalog.gatech.edu/rules/5c.php</a>		

The University of Pittsburgh

## COURSE REPEAT REQUEST

INCOMPLETE OR INCORRECT FORMS WILL BE RETURNED FOR CORRECTION

PLEASE PRINT CLEARLY IN BLUE OR BLACK INK ONLY

Student's Name (Last, First, M.I.) Please Print	Academic Program in which Student is enrolled

Student ID	National ID	Career (Circle Only One)	<input type="checkbox"/> DELETE FLAG
		<input type="checkbox"/> UGRD <input type="checkbox"/> GRAD <input type="checkbox"/> LAW <input type="checkbox"/> MED <input type="checkbox"/> DMED	

## PREVIOUS COURSE TAKEN

TERM TAKEN	SUBJECT	CATALOG NUMBER	CREDITS	GRADE	COURSE TITLE
R					

## REPLACEMENT COURSE

TERM TAKEN	SUBJECT	CATALOG NUMBER	CREDITS	GRADE	COURSE TITLE

## PREVIOUS COURSE TAKEN

TERM TAKEN	SUBJECT	CATALOG NUMBER	CREDITS	GRADE	COURSE TITLE
R					

## REPLACEMENT COURSE

TERM TAKEN	SUBJECT	CATALOG NUMBER	CREDITS	GRADE	COURSE TITLE

Signature of Academic Advisor:	FOR REGISTRAR'S OFFICE USE ONLY Recorded Verified
Signature of Academic Dean of the Academic Program in which the student is enrolled.	

Updated 8/24/07