

MISSISSIPPI STATE UNIVERSITY™

Policy and Procedure

ACADEMIC OPERATING POLICY AND PROCEDURE

MEMORANDUM TO: All Holders of Mississippi State University Academic Operating Policy and Procedure Manual

DATE: February 11, 2004

SUBJECT: AOP 12.20 – Undergraduate Academic Forgiveness

PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to establish the procedure for undergraduate students to retake a course for a new grade.

REVIEW

This AOP will be reviewed every four years (or whenever circumstances require an earlier review) by the [Associate Provost for Academic Affairs](#) with recommendations for revision presented to the [Provost and Executive Vice President](#).

POLICY/PROCEDURE

Effective fall semester 2007, for courses taken during or after fall semester 2003, an undergraduate student will be permitted to retake up to two (2) courses, not to exceed eight (8) credit undergraduate semester hours, or one (1) course not to exceed nine (9) credit undergraduate semester hours, in which he or she made a B, C, D, or F with the original grade remaining on the transcript but not counted towards the student's GPA. The following rules apply:

1. This policy will be applied only to courses that have been taken at Mississippi State University.
2. After the retake, the original grade is left on the student's record but is not counted in the grade point totals. Only the second grade earned will be used in computing the GPA (in the cumulative totals), regardless of which of the two grades is the higher.
3. The original grade will be used to compute the GPA until the final second grade is issued.
4. Effective fall semester 2007, only courses in which a B, C, D or F grade was earned after fall 2003 are eligible for retaking.

5. To invoke this policy, the student must submit an electronic retake request form to the Registrar by 5:00 p.m. on the last day to add a course. The electronic form can be accessed through myState, by the student. The home department will be notified electronically that retake requests have been registered and will have the opportunity to review the retake requests through myState. Any retake requests not processed by the home department within five business days of the last day for submitting requests will be implemented automatically.
6. A student may only retake a course once under this academic forgiveness policy, and it must be taken through Mississippi State University.
7. Students wishing to retake a course under this policy shall not receive any special treatment with regards to scheduling the course (i.e., they are not allowed to be forced into a certain course).
8. Students may not retake a course under this policy in which an “F” was received as a sanction for academic misconduct.
9. If a student has already received a degree, the courses used to confer the degree cannot be retaken under this academic forgiveness policy.

RESPONSIBILITIES

<u>Position</u>	<u>Section</u>	<u>Year</u>
<u>Associate Provost for Academic Affairs</u>	Review	2017

APPROVED:

<u>/s/ Peter L. Ryan</u> Associate Provost for Academic Affairs	<u>02/28/13</u> Date
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<u>/s/ Jerome A. Gilbert</u> Provost and Executive Vice President	<u>03/04/13</u> Date
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<u>/s/ Meghan Millea</u> President, Robert Holland Faculty Senate	<u>03/05/13</u> Date
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REVIEWED:

/s/ Lesia Ervin
Director, Office of Internal Audit

03/19/13
Date

/s/ Joan L. Lucas
General Counsel

03/28/13
Date

APPROVED:

/s/ Mark Keenum
President

04/23/13
Date