



## **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**

An undergraduate student will be permitted to retake up to two (2) Mississippi State University 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 is only applicable to the first baccalaureate degree being earned by a student at Mississippi State University. After the degree is awarded, the courses used to confer the degree cannot be retaken under this academic forgiveness policy.
2. This policy is only applicable to courses that have been taken at Mississippi State University.
3. 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.
4. The original grade will be used to compute the GPA until the final second grade is issued.
5. Only courses in which a B, C, D or F grade was earned after fall 2003 are eligible for retaking.
6. 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 has access electronically (via Banner) to review retake requests that 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.

7. A student may only retake a course once under this academic forgiveness policy, and it must be taken through Mississippi State University.
8. 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 specific course section).
9. Students may not retake a course under this policy in which an “XF” or “F” was received as a sanction for academic misconduct.

**REVIEWED:**

/s/ Peter L. Ryan  
Associate Provost for Academic Affairs

07/26/2017  
Date

/s/ Judy Bonner  
Provost and Executive Vice President

07/28/2017  
Date

/s/ Brent J. Fountain  
President, Robert Holland Faculty Senate

07/31/2017  
Date

/s/ Timothy N. Chamblee  
Assistant Vice President and Director  
Institutional Research and Effectiveness

08/02/2017  
Date

/s/ Joan Lucas  
General Counsel

08/10/2017  
Date

**APPROVED:**

/s/ Mark Keenum  
President

08/30/2017  
Date