



AOP 12.36: REPEATING A COURSE

PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to promote an understanding regarding the ability of undergraduate students to repeat 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 (APAA) with recommendations for revision presented to the Provost and Executive Vice President.

POLICY/PROCEDURE

1. A course may be repeated with the appropriate departmental approval of the department in which the student's academic major is housed.
2. Following departmental approval (see #1 above) the Academic Department in which the course is taught may grant the override.
3. A course that is repeated and in which the student originally received a passing grade will not generate additional credit hours toward graduation unless the course has been approved by University Curriculum and Course Committee (UCCC) as repeatable.
4. Unless the student chooses to activate the academic forgiveness policy (AOP 12.20) in the semester the repeated course is taken, the grade in the repeated course will be averaged with all previously completed courses, including the one repeated, for the computation of the grade point average. All course listings and the respective grades will remain on the permanent transcript.
5. The last grade received in a repeated course will be the grade applied toward graduation and recognition of undergraduate academic achievement (see AOP 12.10 Recognition of Undergraduate Academic Achievement), even if it is lower than a previous grade.
6. Overrides should not be granted if a student is attempting to pre-register to repeat a course in which they are currently enrolled and have not received an official final grade.

REVIEWED BY:

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

09/26/2018
Date

/s/ Judy Bonner
Provost and Executive Vice President

09/24/2018
Date

/s/ Randolph F. Follett
President, Robert Holland Faculty Senate

10/15/2018
Date

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

10/18/2018
Date

/s/ Joan Lucas
General Counsel

10/17/2018
Date

APPROVED:

/s/ Mark Keenum
President

10/22/2018
Date