MISSISSIPPI STATE
U N I V E R S I T Y ™

Policy and Procedure

ACADEMIC OPERATING POLICY AND PROCEDURE

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

DATE: July 7, 1997
                            Revised: August 2006
                            Revised: February 2012

SUBJECT: AOP 12.36 – Repeat Policy

The purpose of this Academic Operating Policy and Procedure (AOP) is to promote an understanding among the holders of this manual 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. A course that is repeated and in which the student originally received a passing grade will not normally generate additional credit hours toward graduation.

3. 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.

4. The last grade received in a repeated course will be the grade applied toward graduation, even if it should be lower than a previous grade.

RESPONSIBILITIES:

Position	Section	Year
Associate Provost for Academic Affairs	Review	2016

APPROVED: July 7, 1997
      Revised: August 2, 2006

APPROVED BY:

/s/ Peter L. Ryan   02/20/2012
Associate Provost for Academic Affairs   Date

/s/ Jerome A. Gilbert   02//22/2012
Provost and Executive Vice President   Date

/s/ Meghan Millea   02//29/2012
President, Robert Holland Faculty Senate   Date

REVIEWED BY:

/s/ Lesia Bryant   03/23/2012
Director, Office of Internal Audit   Date

/s/ Joan L. Lucas   03/30/2012
General Counsel   Date

APPROVED:

/s/ Mark Keenum   04/03/2012
President   Date

THIS POLICY HAS BEEN SUPERSEDED