



AOP 12.20: UNDERGRADUATE COURSE GRADE FORGIVENESS and REPEATING A COURSE

PURPOSE

The purpose of this Academic Operating Policy (AOP) is to establish the procedures for undergraduate students to request forgiveness for course grades and repeat a course when needed to satisfactorily complete a requirement.

POLICY/PROCEDURE

1. Undergraduate Course Grade Forgiveness

An undergraduate student may request forgiveness for up to 9 credits of undergraduate semester hours at Mississippi State University in which they made a D or an F. The following rules apply:

- 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 grades for courses used to confer the degree cannot be forgiven under this policy.
- This policy is only applicable to courses that have been taken at Mississippi State University.
- Any forgiven grade(s) remains on the transcript, but is (are) not included in the Mississippi State University (MSU) undergraduate grade point average (GPA) calculation, and cannot count toward degree requirements. Course forgiveness only applies to the computation of the MSU GPA to allow a student to graduate. The forgiveness of course grades may not be honored when applying to professional or graduate school at MSU or other institutions.
- A forgiven grade will be applied 24 hours after the request has been made.
- The forgiven grade(s) will be notated on the transcript with a “*S” added to it.
- Grades forgiven will still be reported and included in GPA calculations as required by Federal Financial Aid policies.
- Only courses in which a D or F grade was earned after fall 2003 are eligible for forgiveness.
- A student may seek forgiveness for a course grade(s) at any point except for the day final grades are due. Degree applicants will have one day after the final grades are due to

request academic forgiveness. Students can access the electronic form through myState.

- Students may not receive course grade forgiveness under this policy if the grade was received as a sanction for academic misconduct.

2. Repeating a Course

Repeats are ordinarily used when an undergraduate student has not achieved a satisfactory grade in a course and must repeat the course to meet degree requirements. The following rules apply:

- 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 the University Committee on Courses and Curricula (UCCC) as repeatable.
- Unless the student chooses to activate the course grade forgiveness policy (see #1), 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 grade notations will remain on the permanent transcript.
- The original grade will be notated on the transcript with a “*R” added to it.
- 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.
- Courses repeated will still be calculated and reported as required by Federal Financial Aid policies.
- Overrides will 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.

REVIEW

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

REVIEWED:

/s/ Peter Ryan 8/15/2023
Executive Vice Provost for Academic Affairs and Date
Dean of the Graduate School

/s/ David Shaw 8/15/2023
Provost and Executive Vice President Date

/s/ Robert Banik 8/15/2023
President, Robert Holland Faculty Senate Date

/s/ Tracey N. Baham 8/15/2023
Associate Vice President, Institutional Strategy & Effectiveness Date

/s/ Joan Lucas 8/15/2023
General Counsel Date

APPROVED:

/s/ Mark E. Keenum 8/15/2023
President Date