

# Separated: Retaking Courses

## Retaking Courses Policy

Undergraduate and Graduate students may retake a failed course (or a course they withdrew from) as many times as needed to achieve a passing (non-F) grade.

Undergraduate and Graduate students may retake courses in which they received a passing (i.e., non-F) grade under certain circumstances.

- Students may take a course more than once.
- Students may retake a failed course until they pass it.
- The decision to retake a course is left to student discretion, except when a minimum grade is required by the student's program for a required course, or for a course that is a prerequisite for another course.
- Effect of retaking a course on GPA and Earned Credits
  - All grades earned for a course (including "F's") will count towards the *cumulative* GPA.
    - If the Grade Replacement option is utilized: each time this option is used, the lowest remaining grade is removed from the cumulative GPA calculation (including "credits attempted"), but not from the transcript. See Policy 3xx "Grade Replacement" for additional information including the maximum number of times a student may utilize this option.
  - All grades earned (including "F's") will appear on the student's transcript.
  - The course will only count *once* towards fulfilling degree requirements (including the total number of credits earned).
  - Only the highest grade will count towards a student's *program* GPA.

## PROCEDURE

### Procedure - Undergraduate Students

- To retake a course you failed or withdrew from: register for the course as normal. ~~Use the Retake Course Form (but you do not need to submit the form at this time).~~
- To retake a course you already passed (to attempt a better grade): in order to register, you must submit the Retake Course Form ~~(which requires the permission of the Dean of the school offering the course is required for each additional attempt after the course has been passed first retake)~~.

### Procedure - Graduate Students

- To retake a course you failed or withdrew from: register for the course as normal.
- To retake a course you already passed (to attempt a better grade): in order to be able to register, you must submit the Retake Course Form (permission of the

**Commented [1]:** Pink highlight = an actual change to current procedure/policy

**Commented [2]:** Note to APC: We separated this out from Replacing Grades to reduce confusion.

**Commented [3]:** Note to APC: the info in this section applies to both UG and GR. (It was previously stated separately for each). Also, some wordsmithing for clarity

**Commented [4]:** Note to APC: Previously the policy said the Retake Course form was to be used, tho it wasn't needed (or actually done). We clarified the practice.

**Commented [5]:** APC: currently, policy says Dean permission is required to retake a course that's already been passed but in practice, "nobody" seems to be doing this per Jeneen. Suggest deleting it.

It was in here originally b/c one CG in TAS had students wanting to retake passed courses a lot, and those students would register before students who actually NEEDED the class. At most, perhaps if a program has this problem, \*convener\* approval can be required for their courses?

Graduate Program Director ~~and the Dean of the school offering the course is~~ required for each additional attempt after the first retake.

**Commented [6]:** APC: Can we remove Dean permission, same as we are suggesting for Undergrad? (Per Jeneen: we don't currently get Dean permission on the form)

# Separated: Replacing Grades

## Grade Replacement Policy

Undergraduate and graduate students may choose to apply for grade replacement, which allows a grade previously earned in the course to be excluded from the cumulative grade point average (GPA) calculation. Both passing and non-passing grades can be replaced.

Grade Replacement may be used more than once for the same course; however, each Replaced Grade counts towards the academic career limit as follows:

- The grade replacement option is only available **four times** total during a student's undergraduate academic career at the College.
- The grade replacement option is only available **two times** total during a student's graduate academic career at the College.

Grade replacement ~~is not~~ might not be available for a course in which an academic integrity violation occurred and the sanction was an F; students should consult their sanction letter, the Academic Integrity Policy and/or the Vice Provost for additional information.

A grade replacement is not reversible once processed to the student's academic transcript.

All grade replacements must be processed before graduation. Once a student graduates, a grade replacement cannot be applied, as no changes of any kind can be made to the academic record.

Courses and types of courses eligible for grade replacement:

- The course must bear the same subject, course number, and title as the course that is being replaced.
  - In cases where the course being replaced has been discontinued and is no longer active, the student may request the grade replacement be issued for the equivalent renumbered course *should one exist* (e.g.1, if SOSC 101 has been discontinued and its equivalent renumbered course is SOSC 110; e.g.2, if the 4-credit BIOL 110 lec/lab has been discontinued and its two equivalent renumbered courses are the 4-credit BIOL 111 lec plus the 1-credit BIOL 111L lab).
  - A student cannot use a grade replacement for a discontinued course that is no longer offered and for which there is no equivalent course.
- The course may carry the same number or a different number of credits.

**Commented [7]:** Pink highlights: actual substantive change to policy/procedure

**Commented [8]:** Note for APC: this is a change to the policy. Applies to UG and GR. e.g., if a UG student fails a course four times before passing it, they can use the Replace Grade option for all four Fs. However, that uses up all their Replace Grade opportunities.

**Commented [9]:** APC: if we change AcInt policy (which is likely), the sanction would specify if the RF can be used or not. Currently, can not RF if the sanction was a F. The remainder of the sentence provides the clarification

**Commented [10]:** Note to APC: this gives us wiggle room if the AcInt policy changes - we won't have to circle back to edit THIS policy.

- A student may not use a grade replacement for an Independent Study or a Topics course, provided that it is the same course. Approval of the Dean (and Program Director for graduate students) is required. Examples:
  - A student enrolls in an IS, performs poorly, and retakes the same IS to attempt a better grade; grade replacement is permissible. The same IS number & name must be used.
  - When an IS is substituting for a regular course (e.g. due to low enrollment), and the IS is a version of the regular course, grade replacement is permissible. (It does not matter whether the IS or the regular version of the course came first.)
  - A student takes a Topics course, performs poorly, and retakes the *same* Topics course (with an identical topic and course number); grade replacement is permissible.
  - A student takes a Topics course, performs poorly, and retakes it, but the program has converted that Topics course into a regular course with an identical topic but a different course number; grade replacement is permissible.

**Commented [11]:** APC: this is a MASSIVE change (and the reason for revisiting the policy at this time)

**Commented [12]:** examples provided for clarity

## Procedure - General Information

- The Grade Replacement Request Form is located on the Registrar's website.
- If the course was previously *passed*, the student must also submit a Retake Course Form to the Office of the Registrar so that they may be registered for the course.
- ~~As zero credit courses have no impact on a student's GPA, using a grade replacement for these courses will have no impact on the student's academic transcript. However, if a Grade Replacement is requested, it will be processed accordingly and will count towards the academic career limit.~~
- Financial Aid:
  - Any *undergraduate* student who receives financial aid and who wishes to replace a grade should first consult with the Office of Financial Aid to determine if retaking a course or grade replacement will have any impact on their financial aid award.
  - Any *graduate* students who receive financial aid and who wish to replace a grade can only retake a course or file for grade replacement **once** without having any impact on their financial aid award.
- Academic Standing: Students who have been ~~suspended or dismissed~~ and wish to appeal must apply for all applicable grade replacements prior to submitting written appeals for immediate reinstatement. Students who accept their dismissals or who are notified that their appeal was not approved may not apply for any grade replacements until such time as they are approved for return.
- Timing: A grade replacement may be requested at any time between when the student re-registers for the course and when the student graduates. When the grade replacement is requested prior to the end of the semester in which the student is retaking the course, and the student withdraws from the course, the

**Commented [13]:** APC: why was this ever even in here lol

**Commented [14]:** Note for APC: these bullets (UG, GR) copied from their respective sections in the original version, but they're different.  
\*\*Is that correct?

**Commented [15]:** Note for APC: UG procedure says "suspended or dismissed"; GR procedure says "dismissed" only.  
\*\*Should they be the same?

grade replacement will *not* be processed. A new grade replacement request will need to be submitted the next time the student retakes the course.

Impact of grade replacement on the student's transcript and grade point average (GPA):

- Each Grade Replacement replaces *one* grade only. Upon completion of the retaken course, one prior grade will be modified with an "R" on the student's transcript (e.g., RC-, RD+, RF). If a student has two Fs and uses the Replace Grade option when they take the course a third time (and pass it), only *one* of the prior Fs will be converted to RF. If a student wishes to replace *both* Fs, they must use *two* Grade Replacements.
- Replacing a grade does not remove the previously-completed course from the student's academic transcript; the course grade will be preceded by "R" and excluded from the GPA calculation.
- Whether grade replacement is used or not, only the highest grade earned is included in the calculation of the student's *program* GPA.
- Some graduate/professional school admission processes will re-calculate a student's GPA to include *all* grades earned.
- Once the grade replacement has been posted to the student's academic transcript, past and current cumulative and semester GPAs will be updated automatically, but the history of academic standing will not change on the student's record.

#### Procedure - Undergraduate Students

- For regular classes (that is, not an Independent Study or Topics course), the student should consult with their academic advisor before applying for grade replacement; *approval* of the academic advisor is not required for the form.
- If the course is an Independent Study or Topics course, the *Dean of the school* offering the course must approve the form (see above for *details*).

**Commented [16]:** APC: Dean or Convener?

#### Procedure - Graduate Students

- The Grade Replacement Request Form requires the approval of the Director for the program in which the student is enrolled.
- Additionally, if the course is an Independent Study or Topics course, the *Dean of the school* offering the course must also approve the form (see above for *details*).

**Commented [17]:** APC: info on how to do this. Note - Dean or Program Director? PD seems more sensible as they have to sign the form regardless.