

<p><b>Name of Policy:</b> Repeating a course and calculating GPA</p> <p><b>Policy Number:</b> 3364-71-07</p> <p><b>Approving Officer:</b> President</p> <p><b>Responsible Agent</b> Provost &amp; Executive Vice President for Academic Affairs and Chancellor &amp; Executive Vice President for Biosciences &amp; Health Affairs/Dean of the College of Medicine</p> <p><b>Scope:</b> Undergraduate students</p>	 <p><b>Effective date:</b> May 1, 2011</p>				
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(A) Policy statement

The university recognizes a course may need to be repeated. Students may retake a course. Students who retake a course and earn a higher grade may petition their college to have the first grade excluded from their grade point average computation. All grades, including those for repeated courses, will be included in the determination of eligibility for honors, fellowships, or other distinctions accruing on the basis of GPA. A copy of the approved petition will become part of the student’s permanent record file.

Credit for any repeated course will apply only once toward degree requirements. Grades for all attempts at the course will appear on the student’s official academic transcript regardless of whether or not the grade has been excluded from the GPA. It is the student's responsibility to petition to have the grade excluded from the GPA. Otherwise, the grade will be included in the calculation of the GPA.

A student may petition to have a grade excluded from GPA computation under the following conditions:

- (a) The repeated course must be completed prior to the granting of the first bachelor’s degree, and the grade deletion petition must be submitted no later than one semester after graduation.
- (b) Before petitioning, a student must have retaken the same course (or the renumbered substitute for that course) in the same department at the university and earned a higher grade in the course retaken.
- (c) No more than a total of 12 semester hours or the equivalent of 16 quarter hours of course work may be deleted from the student’s transcript. A college may adopt a more stringent requirement.
- (d) This policy applies only to the first recorded grade in a course that a student has repeated.
- (e) Subject to the limitations described above, applications will be approved

unless the instructor attests that the original grade was given for academic dishonesty.

- (1) Prior to fall semester 2006, student must have earned a C- or lower in the original course and a "C" (2.0) or higher in the repeated course.
- (2) This policy will apply to all students admitted fall 1997 or later.
- (3) It does not apply to graduate and post-baccalaureate professional studies.

(B) Purpose of policy

This policy outlines when a student can repeat a course and the conditions governing the recalculation of the cumulative grade point average.

(C) Scope

This policy applies to all undergraduate students. Each college may publish detailed implementation strategies specific to that college.

(D) Procedure

The petition for the recalculation of GPA (grade deletion) is available from the registrar's office. The petition must have all authorizing signatures prior to its submission. If the petition is approved, the registrar's office will amend the student's official transcript with a notation.

<p>Approved by:</p> <p><u>/s/ laj</u>  <i>Lloyd A. Jacobs, M.D.</i>  <i>President</i></p> <p><u>August 19, 2011</u>  <i>Date</i></p> <p><i>Review/Revision Completed by:</i></p> <p>Provost &amp; Executive Vice President  for Academic Affairs and Chancellor  &amp; Executive Vice President for  Biosciences &amp; Health Affairs/Dean  of the College of Medicine</p>	<p><b>Policies Superseded by This Policy:</b>  <i>None</i></p> <p>Initial effective date: May 1, 2011  Review/Revision Date:  Next review date: May 1, 2014</p> <p>Policy originally published in 2006-2008 Undergraduate Catalogue and transferred to UT policy website.</p>
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