

Procedure: [Repeating a course and calculating GPA procedure](#)



Procedure Number: 3364-71-07.01

Effective date:

November 22, 2024

Responsible Department: Academic Affairs

Scope: All University of Toledo undergraduate students admitted fall of 1997 or later

Original effective date:

May 1, 2011

Procedure

- (1) The petition for the recalculation of GPA (grade deletion) is available from the registrar's office.
- (2) 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) 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 18 semester hours of course work may be removed from the GPA calculation.
 - (d) This procedure applies only to the first recorded grade in a course that a student has repeated.
 - (e) Student must have earned a "C-" or lower in the original course and a "C" (2.0) or higher in the repeated course prior to fall semester 2006.
- (3) Subject to the provisions above, petitions will be approved, unless the original grade was given for academic dishonesty (policy 3364-71-04).
- (4) If the petition is approved, the registrar's office will recalculate the GPA and amend the student's official transcript with a notation.

Approved by:

/s/

Scott Molitor
Interim Provost

Date: November 22, 2024

Initial effective date:

May 1, 2011

Review/revision date:

November 22, 2024

Next review date:

November 22, 2027

Review/revision completed by:

- *Provost and Executive Vice
President for Academic Affairs*
- *Faculty Senate*