

# PETITION FOR A GPA RECALCULATION FOR A REPEATED COURSE

Rev 2011Dec28

University Policy 3364-71-07



Office of the Registrar

Main Campus  
Rocket Hall, Room 1100  
Mail Stop 322  
Toledo, OH 43606-3390  
Phone: 419.530.4844  
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registrar@utoledo.edu

Do you have a previous Bachelor Degree?  
If you do, you are not eligible to use this policy.

Name: \_\_\_\_\_ R Number or SSN: \_\_\_\_\_  
Local Address: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ College Enrolled: \_\_\_\_\_

Before completing this petition, you must have retaken the same course at The University of Toledo and earned a higher grade in the repeated course. Prior to fall semester 2006, you must have earned a "C -" or lower in the original course and a "C" (2.0) or higher in the repeated course. **Carefully read the policy** which can be found on the University Policy Website (<http://www.utoledo.edu/policies/>). A summary of the policy can be found on the reverse of this form.

If you have met all of the conditions specified, please complete the following steps below.

- Complete the information in the Student Statement portion.** Be sure to include your signature.
- Take the form to the department offering the course. INSTRUCTOR'S SIGNATURE IS REQUIRED.** The instructor of the original course (or department chair, if the instructor is no longer at the University) will acknowledge with his/her signature that the grade was not given for reasons of academic dishonesty.
- Take the form to the student services office of the college which offered the course** where the information on the petition will be verified and reviewed to ensure that all conditions governing approval have been met. **DEAN'S SIGNATURE IS REQUIRED.** Once the form is completed, the college office will send it to the Office of the Registrar for processing.

**STEP 1. Student Statement** **Completed by the student. BE SURE TO INCLUDE YOUR SIGNATURE.**

ORIGINAL COURSE

Subject/Alpha	Course No.	Section	Course Name	Term	Year	Grade	Instructor

REPEATED COURSE Higher grade (NOTE: Prior to fall semester 2006, repeated course must be "C" or higher)

Subject/Alpha	Course No.	Section	Course Name	Term	Year	Grade	Instructor

I have met the conditions specified in the Repeating a Course and Calculating GPA policy and request that my first grade be excluded from grade point average computation for the above course. **I understand that when the GPA is recalculated, the original course and grade are NOT removed from my transcript.**

\_\_\_\_\_  
Student's Signature Date

**STEP 2. Department Offering the Course** **Completed by the instructor of the ORIGINAL COURSE—SIGNATURE REQUIRED.**

Before the GPA can be recalculated, the college office must verify that the student has met all conditions governing approval of a grade recalculation under the terms of the college's policy. If the grade given was the result of academic dishonesty, which would be grounds for denying this petition, please attach a brief account of the violation.

The original grade was / was not (circle one) the result of a violation of the academic dishonesty policy. Your signature indicates neither approval nor disapproval of this petition.

\_\_\_\_\_  
Instructor's Signature Date

**STEP 3. College Student Services Office** **Completed by the college office where the course was OFFERED—SIGNATURE REQUIRED.**

NOTE TO COLLEGE: After completion, please forward to the Office of the Registrar (MS 322) for processing.

College: \_\_\_\_\_  Approve  Deny

\_\_\_\_\_  
Authorized Signature Date

## SUMMARY OF GPA RECALCULATION POLICY FOR REPEATED COURSES

Students who have retaken a course and earned a higher grade may petition to have the first grade excluded from grade point average computation. **However, no grade is removed or erased from a transcript by retaking a course and having the GPA recalculated.** If the petition is approved, the Office of the Registrar will amend the student's transcript with the notation "Grade Deletion (Excluded from GPA)" next to the original course and the notation "R" next to the retaken course.

Credit will only be awarded once for repeated courses. All course grades for all attempts will appear on the student's official transcript regardless of whether the grade has been deleted. **If a grade has been deleted, that grade will not be used in determining the UT grade point average.** However, all grades, including those for repeated courses, will be included in the determination of eligibility for graduation honors, fellowships, or other distinctions awarded on the basis of GPA. A copy of the approved petition will become part of the student's permanent record file.

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

1. The repeated course must be completed prior to the granting of the first UT bachelor's degree and the grade deletion petition submitted not later than one semester after graduation.
2. Before petitioning, a student must have retaken the **same course** (or the renumbered substitute for that course) in the same department at The University of Toledo and earned a higher grade in the course retaken.
3. No more than a total of 12 semester hours (or the equivalent 16 quarter hours) of course work may be deleted from the student's transcript. A college may adopt a more stringent requirement.
4. This policy applies only to the first recorded grade in a course that a student has repeated.
5. Subject to the limitations described above, applications will be approved unless the instructor attests that the grade was given for academic dishonesty.
6. A student who has received Academic Forgiveness under the University's Academic Forgiveness policy cannot use the grade deletion policy.

The GPA Recalculation Policy for Repeated Courses will not be applied to graduate and post-baccalaureate professional studies.

**For the complete policy, please refer to the Repeating a Course and Calculating GPA policy found in The University of Toledo Policy Website (<http://www.utoledo.edu/policies/>) under Undergraduate Academic Policies.**