

Undergraduate Course Repeat

Policy Number: 3520

Date Created/Revised: 06/13/2023

Executive Responsibility: Provost

Faculty Senate

Functional Responsibility: Registrar

3520.1 General Undergraduate Course Repeat Policy

This revised policy takes effect with any courses repeated at WSU, or transfer work received, during the Fall 2023 semester. There will be no adjustment of GPAs posted for previous terms. This policy applies only to undergraduate courses.

Students may repeat any undergraduate course, any number of times, regardless of the original grade earned in the course. Every grade received for a repeated course will become part of the student's permanent record and will be displayed on transcripts. In some instances, repeating courses could affect financial aid or other assistance. Students should consult with appropriate offices prior to registration.

Variable content courses which are repeatable for additional credit (as noted in the Academic Catalog course description) are not eligible for the grade forgiveness component of the repeat policy because the course content varies each semester. Examples of such courses include some **Special Topics**, Internships/Practica, Theses/Dissertation, Physical Education, and Performing Arts courses. In addition, these courses are excluded from the financial aid repeat course enrollment calculation because the content presented in the course varies from term to term.

Only courses with fixed content can be retaken for grade forgiveness to affect a student's cumulative GPA. When a fixed-content course is repeated only the most current grade earned will be the one calculated in the grade point average, even if it is not the highest grade. For the repeat policy to be implemented, the course must have the same prefix/number and course content as the original course completed. All previous attempts will not factor into either the grade point average or earned hours (only the most current grade and hours, if applicable, will count), although all prior grades will remain on the transcript as a matter of record.

Credit hours earned (if applicable) for fixed content repeated courses will be counted only once (from the most recent attempt) in the number of course hours earned toward an academic program. If a student receives a passing grade followed by an F grade, no credit is given for the course, and the course must be repeated if needed for the academic program.

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A course with fixed content can be retaken to affect the student's cumulative GPA. A course is considered a repeat with grade replacement when a student earns a grade of B, C, D, F, X, or NR for the course and retakes the course resulting in a grade of A, B, C, D, F, X, or NR. All such courses will be counted toward the five-course maximum. Withdrawals (W) are not counted as repeats. ¶

During the term in which a student reaches the fifth repeat with replacement, should more than the fifth repeat be in progress, the course(s) with the greater number of credit hours will be applied toward the five repetitions. If there is no difference in credit hours, the course(s) in which the grade has (have) improved the most will be applied. ¶ For all courses repeated after a student has reached the maximum of five repetitions, each grade will be counted in the cumulative GPA. Credit hours earned will be counted only once. ¶

All courses repeated before the effective date of this policy will be counted toward the five-course maximum. There will be no adjustment of GPA's posted for previous terms. ¶ All students are subject to this policy effective June 13, 2011. However, continuing and returning students may petition/request to remain subject to the previous policy, and such requests will be approved for all courses repeated through Summer 2012. ¶

In calculating the cumulative GPA for the purpose of graduating with honors, only the first grade earned for a course will be counted. ¶

Students may not repeat a course after graduation in order to alter their final GPA at the date of graduation. A course may be repeated later, but the second grade will not affect the undergraduate GPA. ¶

Transfer courses are excluded from the five-repetition replacement policy. Students who have transferred courses with grades of B, C, or D may take equivalent courses at Wright State. In those cases, the hours earned for the Wright State course(s) will be counted and be included in the cumulative GPA. The hours for the transfer course will no longer be counted, but the transfer GPA will remain unchanged. To increase knowledge, students may repeat courses at Wright State for which they have transferred an equivalent course with a grade higher than a B; however, the hours and points from the Wright State course will not be used to meet graduation requirements. ¶

Students in those programs (such as Nursing) whose repeat policy is more rigorous than that of the university shall follow the policy of that department, school, or college.

Repeated courses with grade forgiveness will be indicated on the official transcript with the following notations:

I – Include – both the course hours and the course grade count in the GPA calculation

E – Exclude – both the course hours and the course grade do not count in the GPA calculation

A – Average – only the course grade counts in the GPA calculation, the course hours do not count towards attempted hours

The following specific stipulations apply to the above repeat enrollment policy:

1. Withdrawal grades (K and W) earned on any subsequent course attempt are not counted as repeats and will not result in forgiveness of the original grade earned.
2. Incomplete grades (I) earned on any subsequent course attempt are not counted as repeats and will not result in forgiveness of the original grade earned. If applicable, the repeat status will be updated when a final grade is assigned.
3. Grades assigned as part of a disciplinary action do not qualify for grade forgiveness.
4. Courses taken first at WSU and then repeated at another institution. The WSU GPA includes only courses taken at WSU; however, the WSU GPA can be impacted by courses originally taken at Wright State and then repeated at another institution. The WSU GPA is not impacted by the new transfer grade earned but will be affected by the discounting of the original WSU grade earned. For transfer coursework to be considered as a repeat for a WSU course, the transfer course must be articulated to the WSU course.
5. Courses taken first at one transfer institution and then repeated at a second transfer institution. For the WSU repeat policy to be applied to transfer courses taken at two or more transfer institutions, each course from each institution must articulate to the same equivalent WSU course. While transfer grades do not impact WSU GPA, the hours earned (if applicable) from the most recent attempt will count in hours earned.
6. Students who have graduated from WSU may later repeat courses at WSU and apply the repeat policy. Any work completed after graduation has no impact on the status of degrees awarded or level of Latin Honors.
7. Students who have graduated from WSU may not have additional transfer work posted to the WSU record for the purpose of raising a grade point average.
8. Students who have left WSU and do not plan to return to WSU may not have additional transfer work posted to the WSU record for the purpose of raising a grade point average.

3520.2 Repeating and Replacing Quarter-Hour Courses

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Quarter to Semester Transition Implementation

In replacing grades of quarter courses with grades earned in semester courses:

1. Quarter courses that have a direct, approved one-to-one equivalency with a specific semester course will automatically be eligible for repeat and grade replacement.

2. For Quarter courses that are part of a course sequence, the default repeat/grade replacement will be:

- The grade in the first course of a two-semester course sequence will, when repeated, replace the grade of the first course in a three-quarter sequence.
- The grade in the second course of a two-semester course sequence will, when repeated, replace the lower grade of either the second or third quarter course.

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Exceptions to [section 3520.2](#) are available only through a petition process. Faculty in the departments or units offering the course(s) make decisions regarding such petitions. In all circumstances, [repeating](#) a single course can replace only a single course grade.

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3520.3 Course Repeats and Financial Aid

The Department of Education has federal regulations that may prohibit students from receiving Title IV aid for repeating coursework. These regulations use a repeat coursework enrollment calculation to determine the amount of Title IV aid that can disburse to a student.

In accordance with federal financial aid regulations, a student may receive federal assistance to repeat a class once for which a passing grade (defined as a “D” or better) has been previously earned. However, there is no limit on the number of times a student may receive federal assistance to repeat a class (if otherwise eligible to do so) for which a non-passing grade has previously been received.

Students may count a repeated course towards enrollment status and receive Title IV funds if they are repeating a previously passed course for the first time (i.e., one repetition per class). Students who pass a course and then repeat it and receive a non-passing grade will not receive Title IV funds for a third attempt at the course.

Passing grades include: A, B, C, D, and P

Non-passing grades include: F, NR, NU, U, X, and XU.

Students may qualify to receive Title IV aid for repeatedly failing and repeating the same course. Normal Standards of Academic Progress (SAP) Policy will still apply. Course withdrawals **resulting in a K or W grade** are not counted as a repeated course.