

Augusta University

Policy Library

Undergraduate Repeated Course Policy

Policy Manager: Office of the Vice Provost for Instruction

POLICY STATEMENT

Only undergraduate courses specifically recognized as repeatable in the Augusta University (“AU”) course catalog may be repeated for accumulated academic credit toward graduation and/or program completion. If an undergraduate student “retakes” a course that has not been designated as repeatable then only the most recent attempt of this “retaken” course can be considered when awarding academic credit toward graduation or program completion. Therefore, if an undergraduate course has not been designated as repeatable and a student retakes the course or its equivalent, the student forfeits the credit/grade earned in any previous attempt of that course.

While AU does not limit the number of times a student may retake a non-repeatable course, the student should be made aware of the fact that the grades in all course attempts will be used when calculating the student’s Regents’ (or cumulative) GPA. In addition, regulations such as the [policy on Academic Standing for Undergraduate Students](#) may impose practical limits on the number of times a course may be retaken.

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Alumni Faculty Graduate Students Health Professional Students
 Staff Undergraduate Students Vendors/Contractors Visitors
 Other:

DEFINITIONS

Institutional Grade Point Average (GPA): The average of grades received in all courses taken at AU, including only the most recent grade for courses that have been taken more than once at AU and are not repeatable for credit. This GPA is used in determining graduation eligibility and academic standing.

Regents’ Grade Point Average (GPA) [also known as Cumulative GPA]: The average of every grade received at AU, including repeated courses. This GPA is used in determining eligibility for scholarships and academic awards.

Repeatable Course: a course identified as repeatable in the AU course catalog (e.g.: Wellness and selected topic courses) that may be taken more than once with each attempt independently yielding academic credit that can be used toward the completion of an academic degree.

Retaking a Course: A student may retake a course that is not designated as repeatable in the AU course catalog, however; retaking a course, by definition, replaces the previously earned credit hours and grade with those of the most recent attempt. When this happens, only the grade in the most recent attempt will be used to calculate the student’s Institutional GPA. [Note: The grades earned from all attempted courses will be used to calculate the cumulative or “Regents” GPA.]

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Executive Sponsor: Vice Provost for Instruction

Next Review: 11/2024

PROCESS & PROCEDURES

Unless a course has been approved as a repeatable course in the AU catalog, only the grade in the most recent attempt of the course will count when calculating the student's Institutional GPA, regardless of which grade is higher. With the exception of such courses as Wellness activity courses, "Selected Topics" courses, and other courses specifically designated as repeatable in the AU Catalog, retaking an academic course for which a grade of "A," "B," "C," "D," "F," or "WF" is assigned will cause the student to forfeit the credit earned toward graduation in the previous attempt of the course or its equivalent. In the case where a student receives a grade of "W" when retaking a non-repeatable course, only the grade from the previous attempt will be used when calculating the student's Institutional GPA. However; in accordance with Board of Regents policy when Augusta University calculates the students [Cumulative or Regents' GPA](#) all hours attempted and all grades earned will be counted and will appear on the student's transcript.

REFERENCES & SUPPORTING DOCUMENTS

Cumulative/Regents' GPA, Board of Regents Policy Manual 3.5.1.2:

<https://www.usg.edu/policymanual/section3/C340#:~:text=All%20University%20System%20of%20Georgia,truncated%20at%20two%20significant%20digits>

RELATED POLICIES

Adding, Dropping, and Withdrawing from Courses for Undergraduate Students Policy:

<https://www.augusta.edu/compliance/policyinfo/policy/adding-dropping-withdrawing-from-courses-undergraduate-students.pdf>

Graduation with Honors Policy:

<https://www.augusta.edu/compliance/policyinfo/policy/graduation-with-honors.pdf>

Academic Standing for Undergraduate Students:

<https://www.augusta.edu/compliance/policyinfo/policy/academic-standing-for-undergraduate-students.pdf>

APPROVED BY:

Executive Vice President for Academic Affairs and Provost, Augusta University

Date: 11/1/2021

President, Augusta University

Date: 11/1/2021