**Best Practice #6** – Repetition of Courses.

**D/F Repeat for all 1000 and 2000 level courses**

If a student earns a D or an F in a 1000 or 2000 level course, the student may “repeat" that course. Students have only **one** opportunity per course to improve their original grades under the D/F repeat policy. The new grade becomes the grade that counts toward the student's cumulative GPA and credit hours for graduation, even if the repeated course grade is lower than the original grade in the course. The D/F repeat policy will be automatically enacted any time an eligible course is repeated.

When a course is D/F repeated, the following procedure occurs:

1. The original grade is disregarded for the purpose of determining the overall GPA; it is marked as excluded (E) in the semester that the student originally took the course.

2. The original grade is not deleted from the student's permanent record.
**TIP:** It is better to use the term *recalculate* instead of *replaced*. The original grade is zeroed out but not deleted, and the term *replaced* gives the impression that the first attempt is erased off the student’s record.

3. The second grade is entered on the student's transcript and marked as included (I) in the semester that the course was repeated.

4. Please note that 2000 level courses taken prior to Fall 2012 are not eligible for grade recalculation.

**Other Repeated Courses at the 3000-4000 level**

Repeated courses that are not eligible for the provisions of the D/F repeat policy follow the procedure given below:

1. The original grade is included in determining the overall GPA.
2. The original grade is not deleted from the student's permanent record.
3. The second grade is entered on the student's transcript and is included in the semester that the course was repeated.
4. Courses repeated more than once are handled the same way, with the final attempt carrying earned or degree hours. **All attempts are used for determining the GPA.**

**For more information you may consult the university catalog:**