Course Repeat Policy

Students should be aware that repeated or forgiven courses and their assigned grades will remain on the transcript, and employers or graduate schools may choose to use those grades and recalculate a student's GPA. Repeats and forgiven courses may not be looked upon favorably by some employers and by professional or graduate schools.

Students shall be allowed to repeat no more than three (3) courses with grade replacement, and to forgive no more than three (3) courses. Definitions of "course repeat" and "course forgiveness" and specific policies and procedures for each are described below.

Course Repetition

Students repeat a course when they retake a course they have already taken. They may repeat the course to improve their grade or to obtain a better understanding of the course material. For undergraduates, the original grade remains on the transcript but is not calculated into the cumulative GPA. Undergraduates may have three repeats in which the new grade is used to calculate the cumulative GPA. Graduate students are allowed only one repeat in which the new grade is used to calculate the cumulative GPA. For any additional courses repeated, beyond three for undergraduate students and beyond one for graduate students, both the original and the repeated grades appear on the transcript and both are calculated into the cumulative GPA. Repeated courses may count toward the requirements of students' majors. (Example: an undergraduate student fails Calculus A, but repeats it because s/he needs this course for his/her major. Upon the second attempt, the student earns a passing grade and continues with the course of study.)

• Students have the option of repeating a graduate course in one of two ways: (1) they may repeat the course and exclude the original grade for the course from figuring in the GPA, or (2) they may repeat the course and have both the original and the repeated grade figured into the GPA.

• Only one course may be repeated under option (1) above. In other words, only one course may be repeated such that the previous grade is excluded from the calculation of the student's grade-point average. A student wishing to exercise the option of repeating a course with grade replacement must file the intent to do so in the Office of Student Records before the end of regular registration period for the semester in which the course will be repeated, using a Graduate Course Repeat form (appended).

• Only a course for which the student has received a grade of C, D, or F may be repeated under option (1).

• Students may not replace a grade with a W.

• For graduate courses repeated at UAH under option (2), both the original grade and the course repeat grade will show on the transcript and will be calculated in the student's GPA.

Course Forgiveness

Students have a course forgiven when the grade from that course no longer figures into their cumulative GPA, although it remains on their transcript. Forgiven courses may not count toward the requirements of a student's major. (Example: a student fails Calculus A, but has it forgiven upon request of the student because s/he changes to a major in a different college that does not require Calculus A. The grade from this course is no longer included in the student's cumulative GPA, although the course and the original grade still appear on the transcript as forgiven.)

• Only undergraduates may apply for course forgiveness.