To: Undergraduate Council

From: Michelle Rable, University Registrar

Date: March 15, 2021

Re: Retake Policy Revision Proposal

The following is a summary of the changes we would like to recommend to the Course Retake Policy for undergraduate students beginning Spring 2022. This revision would align our policy with best practices to promote student progress and success. It would also bring us in line with peer institutions in the region.

The current Retake Policy is as follows:

Students must report each retake registration to The Office of Registration and Records. A student may retake a course in which a grade of "D," "F," "I," "U," or "WF" was received. If a student retakes such a course at the University, it must be retaken under the same grading option as selected initially. If the course is retaken for the purposes of auditing, no grade will be given. If a student retakes a course at the University in which a grade of "D," "F," "I," "U," or "WF" was received, then the credit hours and quality points for the original registration and all subsequent retake registrations will be used in computing the student's cumulative grade point average, with the following exceptions:

(1) For the first two such courses retaken at the university (they must be two different courses), the credit hours and quality points for the original registration will not be used in computing the student's accumulative grade point average. For these two courses, the credit hours and quality points for each retake registration will be used in computing the student's cumulative grade point average.

(2) If a student retakes a course at the university in which a grade of "U" was received, it will have no effect on the cumulative grade point average.

(3) Except for the purpose of auditing, a student may not retake a course in which a grade of "C" or better (including "S") was received.

(4) No grade is removed or erased from a transcript by retaking a course.

(5) If the student retakes a course in which a grade of "D" was received, no additional credit hours are thereby earned.

(6) Any punitive grade awarded as a result of an Academic Honesty case may not have the retake policy applied to it. In cases where the punitive grade is "D,""F," or "WF," students may retake these courses to meet degree requirements, but both grades will be used in the calculation of the cumulative grade point average. In cases where the punitive grade is "U," students may retake these courses and it will have no effect on the cumulative grade point average.

If a student receives a grade of "F," "I," "U," or "WF" in a course and then receives credit for that course by successful completion of a similar course at another institution, the credit hours and quality points for the first registration will continue to be used in computing the student's grade point average.

Here is a summary of the proposed changes:

1. Remove the minimum grade for a course to be retaken. For programs with competitive admission, the current policy would prevent students from successfully applying to the program.
2. Place no limit on the number of courses a student may retake. Instead, students may retake a single course two additional times for a maximum of three attempts. This policy would only consider courses that cannot be repeated for credit.
3. As in the prior policy, no grade is removed from the transcript. If a passing grade is repeated, no additional credit hours are earned.
4. Students wanting to attempt a course for a fourth time need written approval from their advisor and the dean of the college where the course is housed.

Similar policies at peer institutions are below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| University | Minimum Grade | Course Limit | Amount of Repeats | Link |
| Kent State University | None | 3 total attempts per course | No limit | <http://catalog.kent.edu/academic-policies/course-repeat/> |
| Ohio University | None | 3 total attempts per course | No limit | <https://www.ohio.edu/policy/12-040> |
| University of Cincinnati | None | None | 12 Credit Hours | <https://www.uc.edu/about/registrar/grades-and-transcripts/grade-replacements/grade-replacement-policy.html> |
| Ball State University | None | None | None | <https://catalog.bsu.edu/2019-2020/Undergraduate-Catalog/Degree-Requirements-and-Time-Limit/Course-Repetition> |
| University of Toledo | None | None | 12 Credit Hours | <https://catalog.utoledo.edu/general-section/academic-policies/gpa-recalculation-policy-repeated-courses/> |

**Proposed Policy**

If a student retakes such a course at the University, it must be retaken under the same grading option as selected initially.

If a student retakes a course at the University the following conditions apply:

(1) Students may repeat undergraduate courses no more than two times (a maximum of three attempts per course). Withdrawal from a course is counted as an attempt. (Courses designated as “repeatable for credit” are exempt from the three-attempt limit.)

(2) If a student retakes a course at the university in which a grade of "U" was received, it will have no effect on the cumulative grade point average.

(3) Retaking the course removes the hours and the effect of the earlier grades from the calculation of the GPA. However, all grades appear on the permanent academic record (transcript). The highest grade earned is the one used to calculate the GPA, and only that instance's credit hours are accepted toward any requirements for graduation. A “W” will not replace a previous grade.

(4) The Retake Policy does not apply to any punitive grade awarded as a result of an Academic Honesty/Student Conduct case. In this case students may retake these courses, but both grades will be used in the calculation of the cumulative grade point average.

(5) If a student receives a grade of "F," "I," "U," or "WF" in a course at BGSU and then receives credit for that course by successful completion of a similar course at another institution, the credit hours and quality points for the first registration at BGSU will continue to be used in computing the student's grade point average.

(6) Retaking a course after graduation will not change the student’s graduation GPA or honors status.

**Retake Policy with mark up**

**3341-3-52 Retaking an Undergraduate Course-Undergraduate**

A regular undergraduate course with fixed content can be retaken to affect the student's GPA. If a student retakes such a course at the University, it must be retaken under the same grading option as selected initially.

If a student retakes a course at the University the following conditions apply:

(1) Students may repeat undergraduate courses no more than two times (a maximum of three attempts per course). Withdrawal from a course is counted as an attempt. (Courses designated as “repeatable for credit” are exempt from the three-attempt limit.)

(2) If a student retakes a course at the university in which a grade of "U" was received, it will have no effect on the cumulative grade point average.

(3) Retaking the course removes the hours and the effect of the earlier grades from the calculation of the GPA. However, all grades appear on the permanent academic record (transcript). The highest grade earned is the one used to calculate the GPA, and only the last instance's credit hours are accepted toward any requirements for graduation. A “W” will not replace a previous grade.

(4) The Retake Policy does not apply to any punitive grade awarded as a result of an Academic Honesty case. In this case students may retake these courses, but both grades will be used in the calculation of the cumulative grade point average.

(5) If a student receives a grade of "F," "I," "U," or "WF" in a course at BGSU and then receives credit for that course by successful completion of a similar course at another institution, the credit hours and quality points for the first registration at BGSU will continue to be used in computing the student's grade point average.

(6) Retaking a course after graduation will not change the student’s graduation GPA or honors status.