

Motion to revise Repeat to Replace Policy

Approved by Admissions & Standards 9/9/2015

Approved by University Senate 11/19/2015

Section 1350.25 of the Undergraduate Catalog is revised as follows:

Additions

~~Deletions~~

1350.25 Repeat to Replace Policy

Under the conditions outlined below, undergraduate students who have retaken courses and earned a higher grade may request to have the first grade excluded from their institutional GPA. If the request is approved, the Office of the Registrar will make appropriate notations next to the original course and the retaken course on the student's official transcript. Grades for all attempts at the course will appear on the student's official transcript regardless of whether or not the grade has been excluded from the student's GPA. This policy has no effect on any GPA requirements set by state or federal laws/regulations (such as the GPA requirements set by the HOPE scholarship program). A copy of the request and approval will become part of the student's permanent record file. The attempt to repeat must be made in Fall 2011 or thereafter. Students who have repeated courses prior to this date will not be allowed to delete earlier attempts from their GPA calculation. Units may prohibit students from repeating certain courses.

An undergraduate student may request to have a grade excluded from GPA computation under the following conditions:

- **Except as noted below**, before requesting to apply the repeat-to-replace policy, a student must have retaken the same undergraduate course (or the renumbered substitute for that course) in the same department at Georgia State and earned a higher grade in the course retaken. **Requests must be submitted before the end of the second week of classes in the intended semester of graduation.**
- **A student may request repeat-to-replace for a course repeated during the intended semester of graduation within the first two weeks of the semester. Such requests will only be honored if the student needs a higher grade in the course to graduate.**
- No more than a total of four course grades (from four different courses) may be replaced and excluded from the student's GPA.
- ~~Requests must be submitted before the beginning of the term of graduation.~~

- Once a request has been approved the request cannot be revoked or reversed.
- This policy applies only to the first recorded grade in a course that a student has repeated. For example, suppose that a student took a course three times. The student may use the second or third grade to replace the first grade. The student may not use the third grade to replace the second grade.
- Only grades that are part of a student's GPA may be replaced. For example, Ws, Ss, and Us cannot be replaced.
- This policy does not apply if the original grade was assigned as a result of a violation of the Academic Honesty policy. (The University maintains internal records of violations of the Academic Honesty policy. In addition, in some cases, violations of the Academic Honesty policy are noted on the transcript. Whether the violation is recorded internally or on the transcript, a student may not replace a grade that was awarded as a result of a violation of the Academic Honesty policy.)
- The Repeat-to-Replace applies only to degree-seeking students pursuing their first undergraduate degree at Georgia State.
- Students may not use this policy to replace grades awarded prior to semester conversion (for example, quarter courses).

Rationale: Some students have been delaying their graduation by repeating a course taken their last semester in hopes of getting a better grade. This change allows for students to use the repeat-to-replace policy during their final semester but only for courses for which they need an improved grade in order to graduate.