

## Request to Apply Repeat Policy

Please review my academic record to determine if I have repeated courses, either at the University of Oklahoma or at another institution that may apply under the Regents' repeat policy.

I understand that:

- Only a course in which the original grade is a “D” or “F” will apply.
- Only the first four courses, not to exceed 18 hours that I repeat(ed) will apply.
- Both the original grade and the second grade will remain on my permanent academic record, and that both grades will be included in the cumulative grade point average.
- The original “D” or “F” grade for a course designated as a repeated course will be excluded from the calculation of the Graduation/Retention grade point average reflected on my official transcript.
- If I repeat the same course more than once, only the original grade can be excluded from the calculation of the Graduation/Retention grade point average and all other grades earned in that course will be included in that GPA.
- Course substitutions are not equivalencies and cannot be used for the Repeat Policy.
- Check the transfer equivalency database (TED) for course equivalencies.

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Student Name

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Student ID #

Date

Below is a list of the course that I think may meet the repeat policy. Please use this information to aid in your review of my academic record.

	<b>Institution</b>	<b>Semester</b>	<b>Department</b>	<b>Course #</b>	<b>Course Title</b>	<b>Grade</b>
Example	OU	Fall 2015	MATH	1503	College Algebra	F
Example	OU	Spring 2016	MATH	1503	College Algebra	B
Original Course						
Repeated Course						
Original Course						
Repeated Course						
Original Course						
Repeated Course						

## Repeat Policy

### **Academic Forgiveness Policy (Repeat Policy)**

A student may repeat up to four courses, not to exceed 18 hours, in which the original grade was D or F. While both attempts will be visible on the transcript, only the second attempt will count in the calculation of the student's overall GPA. Students who repeat more than four courses may do so with both the original grades and repeat grades included in the calculation of the overall GPA.

### **Academic Probation & Suspension Regulations**

For continued enrollment at the University, an undergraduate student must maintain a cumulative retention/ graduation grade point average as indicated below:

0 through 30 semester hours attempted - 1.7  
Greater than 30 semester hours attempted - 2.0

Students with 0 to 30 semester hours attempted and a retention grade point average of 1.70 to 1.99 will be placed on academic notice.

The retention grade point average is based on all work attempted, both transfer and OU, minus those courses repeated or reprieved in accordance with the academic forgiveness policy, as well as remedial courses, and PE activity courses. These standards are minimal. Each degree-recommending college may establish higher standards for retention.

Students not meeting retention standards will be placed on academic probation for one semester, at the end of which they must have met the minimum standard required to continue as a student in good standing. However, a student enrolled on probation may be continued on probation provided he or she makes a 2.00 grade point average on that semester's work. Students should check with their college office or the Office of Academic Records for specific requirements for enrollment while on academic probation. A student enrolled on probation who fails to raise his or her cumulative retention/graduation grade point average to minimum requirements or to make a grade point average of 2.0 or better on work taken while enrolled on probation, excluding activity courses, will be suspended for poor scholarship.

Credit completed after the end of the term, or credit earned at another institution, will be included in the student's retention/graduation grade point average at the time the work is recorded in Academic Records. The student's current academic status will be reviewed and/or updated at that time but previous postings of academic standing will remain unchanged. A student's academic status will not be changed retroactively.

A student suspended from the University for Poor Scholarship is not eligible for readmission until *one full semester has elapsed following the date of suspension*. To be readmitted, a suspended student must submit an application for admission and a letter of appeal to the Office of Admissions.

### **Undergraduate Students**

- University policy prohibits students from repeating a course in which they have earned a grade of A or B unless the course is one in which there is a change of subject matter **and** the course has been designated "repeatable for credit". Courses that are repeatable for credit are identified as such in the course description.

- Undergraduate students may repeat up to four courses or 18 hours (whichever comes first) in which the original grade was a 'D' or an 'F'. Only the second grade will be included in the calculation of the retention/graduation grade point average. The original grade will still appear on the student's permanent record, but will not be calculated into the student's retention/graduation grade point average or total hours earned.
- Students who repeat courses/hours beyond those under the Repeat Policy may do so with both the original grades and repeat grades included in the calculation of the retention/graduation grade point average. Academic credit from any division of the University of Oklahoma—Norman campus, OU Health Sciences Center, OU-Tulsa, or the College of Continuing Education—are included in the OU retention/graduation and cumulative grade point averages for purposes of retention and graduation.

## **Graduate Students (effective beginning Summer 2019)**

- A student may repeat courses and have only the second grade earned, even if it is lower than the first grade, count in the calculation of the GPA, up to a maximum of four courses, but not to exceed 18 hours, in the courses in which the original grade earned was a *C*, *D* or *F*.
- Both attempts will be recorded on the transcript automatically with the earned grade for each listed in the semester earned. The *Explanation of Grades* section of the transcript will note that only the second grade earned is used in the calculation of the GPA.
- If a student repeats an individual course more than once, all grades earned, with the exception of the first, are automatically used in the calculation of the GPA.
- Students repeating courses above the first four courses or 18 credit hours of *C*, *D* or *F* may do so; however, the initial grades **and** repeat grades will be used in the calculation of the GPA.
- A student must be currently enrolled as a degree seeking graduate student at OU in order to receive grade forgiveness for a repeated course under this policy.
- Students enrolled under a **non-degree** classification such as unclassified status, teaching certification status, graduate visitor status, and students who are admitted solely to a graduate certificate program are **not** eligible for grade forgiveness under this policy.
- Courses with variable credit and/or content, even if letter graded, are **not** eligible for grade forgiveness under this policy. This includes, but is not limited to, seminars, special topics, independent studies, directed readings, and thesis or dissertation research.
- Maximum allowable tuition waiver will **not** be increased to cover repeated courses.
- The repeat policy grade forgiveness does **not** negate the limit of *C*, *D*, and/or *F* grades permitted for doctoral students. Doctoral students who accumulate nine credit hours of *C*, *D*, and/or *F* grades in any combination will be dis-enrolled from the doctoral program (see [\*Disenrollment for Low Grades\*](#)).
- The repeat policy grade forgiveness does **not** apply to course substitutions approved for courses in which the student previously earned a grade of *C*, *D* and/or *F*. The substitute course may take the place of the original course on the program of study but the substitute course grade will **not** replace the grade earned in the original course. Both courses will be used in the calculation of the GPA.
- Coursework previously assigned a temporary course number might be eligible to be repeated under this policy; however, if there is any deviation in course number and/or course title, the student and academic unit will need to consult with the Graduate College *before* the course in question is repeated to verify eligibility under this policy.