

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

|                      |   |
|----------------------|---|
| Applicability        | All University units – Undergraduate Students |
| Responsible Unit     | Office of the Provost                         |
| Policy Administrator | University Registrar                          |

**(A) Policy Statement and Purpose**

This university policy is part of the Undergraduate Catalog. The Undergraduate Catalog provides university academic policies and information about program requirements. The Undergraduate Catalog is updated each semester and can be found at <http://www.bgsu.edu/catalog/academic-policies.html>. Colleges and departments may have additional or more specific requirements or policies that relate to an individual program. Students are advised to become familiar with the Undergraduate Catalog as well as specific requirements and policies related to their degree program.

**(B) Policy**

If a student retakes 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 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 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 graduate GPA or honors status.
- (C) Equity Impact Statement

The policy has been assessed for adverse differential impact on members of one or more protected groups.

Registered Date: April 7, 2023