



Policy Number: II.09  
Policy Level: Operating Policy  
Originally Issued: March 13, 2013  
Implementation Date: August 19, 2013  
Reviewed: January 13, 2016  
Revised: September 22, 2020  
Policy Owner: Provost/ VP Academic Affairs  
Policy Implementation: Registrar

## Repetition of Courses (Effective Fall 2021)

### I. Policy Statement and Purpose

In accordance with Athens State University's educational mission, this policy establishes the standards for courses originally taken and subsequently repeated at Athens State University. These standards are based on comparable practices at other institutions of higher education, and also recognize the unique status of the University as an upper-division institution.

### II. Repeating a Course – Effect on the Grade Point Average (GPA) – Undergraduate Students

**Students should be aware that course repeats, regardless of the reason, are frequently looked upon unfavorably by employers, honor societies, and graduate schools.**

Any course originally taken at Athens State University **must** be repeated at Athens State University for the repeated course to count towards program requirements. While the grades for all repeated courses remain on the Athens State transcript, only the most recent course grade will be used in calculating the institutional **undergraduate** GPA and for determining fulfillment of program or major requirements or eligibility for honors.

Students are encouraged to contact their academic advisor before repeating any courses. **Special regulations pertain to students receiving veteran's benefits or financial aid: those individuals must confer with the Director of Veterans Affairs or the Director of Student Financial Aid prior to registering for a course repeat.**

### III. Repeating a Course – Effect on the Grade Point Average (GPA) - Graduate Students

Any graduate course originally taken at Athens State University **must** be repeated at Athens State University for the repeated course to count towards program requirements. All grades for graduate courses, including those for all repeated courses, will remain on the Athens State University transcript and will be used in calculating the institutional **graduate** GPA. While all attempts in Athens State **graduate** courses will be used in calculating the institutional graduate GPA, only the most recent attempt will be used in determining fulfillment of program or major requirements.



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#### **IV. Responsibility for this Operating Policy**

##### **A. Policy Owner**

As part of the initial approval of this policy by the President and subsequent to the original dissemination of the policy, the President has assigned the Provost/Vice President for Academic Affairs as the policy owner for the ongoing evaluation, review, and approval of this policy. Subsequent reviews and revisions to this policy must be in accordance with approved operating policy procedures and processes.

This policy will be reviewed every three years or more frequently as needed by the Policy Owner. Revisions will be reviewed/affirmed by the Faculty Senate and the Cabinet and approved by the University President. This policy will be updated/published in the University's Policy Library.

##### **B. Responsibility for Policy Implementation**

The President has assigned the responsibility of implementing this policy to the Registrar, under the direction of the Provost/Vice President for Academic Affairs, the Vice President for Enrollment Management and Student Support Services, and the Assistant Vice President for Enrollment Management.