



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
Revised: March 11, 2024
Policy Owner: Provost/ VP Academic Affairs and Student Services
Policy Implementation: Registrar

Repetition of Courses

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

Any course originally taken at Athens State University **must** be repeated at Athens State University for the repeated course to count towards program requirements. A course may be repeated three times. After which, the approval to retake the course will follow the same process as grade appeals. While the grades for all repeated courses remain on the Athens State transcript, only the highest 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.

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. A course may be repeated two times, after which approval to repeat must be given by the Graduate Education Council (or some other entity other than the advisor). While the grades for repeated courses remain on the Athens State transcript, only the highest course grade will be used in calculating the institutional **graduate** GPA and for determining fulfillment of program or major requirements.



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IV. Responsibility for this Operating Policy

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 and Student Services 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.

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 and Student Services, and the Associate Vice President for Enrollment Management and Student Services.