**ISP 472P**

**Repeat of Courses for GPA Recalculation Procedure**

**PURPOSE**

Establishes the procedure for repeating courses for the purpose of recalculating GPA.

**SUMMARY**

Students may repeat a course as many times as they choose. The GPA will be recalculated automatically.

**PROCEDURE**

1. Once a student completes a repeated course, an “R” on the transcript

 indicates the repeated course. The system will recalculate GPA based on best grade received.

1. Courses that have increased in credit between the student’s prior attempt and last attempt will be allowed. A credit match will be used in the recalculation of the GPA.
2. GPA recalculation applies as shown:

|  |  |  |
| --- | --- | --- |
| Previous Grade | Subsequent Grade | GPA Recalculation |
| A, B, C, D, F | A, B, C, D, F | Yes |
| A, B, C, D, F | P/NP | Yes |
| P/NP | A, B, C, D, F | Yes |
| P/NP | P/NP | Recalculation does not apply |

 NOTE: Grades of “W” “I” “Y” “X” and “UG” do not apply in instances of repeated courses.

1. The best grade course attempt (subsequent earned grade, associated credits and points) will be used to recalculate the cumulative GPA. The lesser course grade(s), associated credits and points will be removed from the cumulative GPA, but will remain on the student transcript in the appropriate term.
2. For courses completed summer term 2013 or later, Colleague will automatically replace the lower grade. Any courses completed spring term 2013 or earlier would require a “Repeat Course Notification” form to be filled out by the student.

**REVIEW HISTORY**

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| ISP Committee | New procedure/Format | August 3, 2016 |
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