

## Course Repetition and Grade Replacement

ACADEMIC AFFAIRS

Academic/Grading Policies

Policy Owner: Provost and Vice President for Academic Affairs

*Effective date:* Fall 2021

*Approval date:* Spring 2025

*Schedule for Review:* Fall 2026

Policy Summary:

This policy outlines the regulations and procedures for repeating a course and replacing a course grade.

Policy Statement:

### **Course Repeat**

A student who wishes to **repeat a course** must adhere to the following policies and procedures:

1. The original course and the repeat course must be taken at Fort Lewis College.
2. The course being repeated must be the same course taken previously; no substitutions are allowed. If a course is cross-listed, however, students may register for either section.
3. Students may repeat a course once, unless the course has been limited to a maximum number of times or credits for which it can be taken. Exceptions to this limit require approval of the chair of the department offering the course and the appropriate dean.
4. All grades received in repeated courses will be used to compute the quality point average, unless the student applies successfully for a grade replacement (see grade replacement policy below).
5. If a required course for a major, minor, or certificate is repeated, only the attempt with the highest grade is included in the major, minor, or certificate GPA.
6. Students will receive credit (earned hours) for a course one time, and the highest grade will be used in meeting graduation requirements. An exception to this would be courses approved as repeatable.
7. All grade entries remain a part of the student's permanent record.

### **Grade Replacement**

A student who wishes to **replace a grade** must adhere to the following policies and procedures:

1. Students must follow all policies regarding the repetition of course work.

2. Some courses may be taken more than once for full credit (e.g. some special topics courses, independent studies, and internships); these courses are not eligible for grade replacement.
3. The semester hours and quality points in repeated courses are counted only once, and the highest grade and its corresponding quality points are used in computing the quality point average and meeting graduation requirements.
4. Students have the option of replacing a maximum of 3 classes up to 12 credit hours (“cumulative replacement hours”) with improved grades earned by repeating courses.
5. The credit hours associated with each repeated course will count toward the cumulative replacement hours.
6. At the end of each full term (Fall, Spring, Summer), the Registrar’s Office (RO) will identify repeated registrations as well as students who would benefit from a grade replacement. RO will process the grade replacements and then inform students of the change. If students would like to opt-out of grade replacement, or to change their applications (in the event that they have 4 or more applicable grade replacements), then RO will honor their requests.

All grade entries remain a part of the student's permanent record.

#### Responsibilities:

*For following the policy:* Bachelor’s degree candidates

*For enforcement of the policy:* Registrar

*For oversight of the policy:* Provost and Vice President for Academic Affairs

*For notification of policy:* Registrar

*For procedures for implementing policy:* Policy Librarian

#### Definitions:

**Bachelor's Degree Candidate:** Undergraduate students pursuing their first bachelor's degree and post-baccalaureate students pursuing a second or subsequent, non-duplicative, bachelor's degree who are attending less than half time, half time, three quarters time, or full time.

#### Review and Revision History:

Spring 2025 – updated 6 under Grade Replacement to reflect approved changes from “Grade Replacement Policy Modification Proposal” document