

PETITION FOR A GPA RECALCULATION  
FOR A REPEATED COURSE

## SUMMARY OF GPA RECALCULATION POLICY FOR REPEATED COURSES

Students who have retaken a course and earned a higher grade may petition to have the first grade excluded from grade point average computation. **However, no grade is removed or erased from a transcript by retaking a course and having the GPA recalculated.** If the petition is approved, the Office of the Registrar will amend the student's transcript with the notation "Grade Deletion (Excluded from GPA)" next to the original course and the notation "R" next to the retaken course.

Credit will only be awarded once for repeated courses. All course grades for all attempts will appear on the student's official transcript regardless of whether the grade has been deleted. **If a grade has been deleted, that grade will not be used in determining the UT grade point average.** However, all grades, including those for repeated courses, will be included in the determination of eligibility for graduation honors, fellowships, or other distinctions awarded on the basis of GPA. A copy of the approved petition will become part of the student's permanent record file.

**A student may petition to have a grade excluded from UT GPA computation under the following conditions:**

1. The repeated course must be completed prior to the granting of the first UT bachelor's degree and the grade deletion petition submitted not later than one semester after graduation.
2. Before petitioning, a student must have retaken the **same course** (or the renumbered substitute for that course) in the same department at The University of Toledo and earned a higher grade in the course retaken.
3. No more than a total of 12 semester hours (or the equivalent 16 quarter hours) of course work may be deleted from the student's transcript. A college may adopt a more stringent requirement.
4. This policy applies only to the first recorded grade in a course that a student has repeated.
5. Subject to the limitations described above, applications will be approved unless the instructor attests that the grade was given for academic dishonesty.
6. A student who has received Academic Forgiveness under the University's Academic Forgiveness policy cannot use the grade deletion policy.

The GPA Recalculation Policy for Repeated Courses will not be applied to graduate and post-baccalaureate professional studies.

**For the complete policy, please refer to the Repeating a Course and Calculating GPA policy found in The University of Toledo Policy Website (<http://www.utoledo.edu/policies/>) under Undergraduate Academic Policies.**