

**From:** Associate Deans Council  
**To:** Dr. Rich Leeman  
**Subject:** Proposed Revision to Grading Policy  
**Date:** August 17, 2018

The section of the Grading policy related to repeating courses and grade replacement is a constant source of confusion for our students. Most Associate Deans report a continuous stream of petitions from students that for one reason or another missed the deadline to apply for grade replacement.

Part of the difficulty stems from the complexity of the process to request a grade replacement. At times, there is no required interaction with an advisor. If the student repeats a course where they initially earned an F, then the student does not need permission to repeat the course but does still need to request a grade replacement. The student easily assumes that just registering for the course again means their previous grade will be replaced.

Even when an advisor intervention is required, requesting a grade replacement requires multiple completely separate steps. Consider the case of a student earning a D in a course. This grade is considered a passing grade but in some cases a higher grade is required to continue in a major. If the student wants to repeat the course and replace the grade, then the student must do the following:

- a) First, the student must obtain a repeat authorization from their advisor to enroll in the course. This happens during the registration period. This is done online and by the advisor.
- b) Next, the student registers for the desired course during the registration period. There is no indication that the registered course does not have a grade replacement in place.
- c) Finally, before the end of the drop/add period, the student must submit a grade replacement request.

The second source of confusion is that our Grading policy, as it relates to repeating courses and grade replacement, is an uncommon policy. Different universities and colleges have different policies in this regard. If a student comes from a community college where repeating a course automatically meant grade replacement, they are often surprised that it was not automatic here at UNC Charlotte.

The unfairness of the process is that students do not find out about missing the grade replacement deadline until after they have completed the repeated course, obtain their grade and only then realized that their GPA was not improved to the extent expected by repeating the course.

Trying to address this problem, we studied policies related to repeating courses and grade replacement at different peer and in-state institutions. The high-level summary of all the policies studied show two basic approaches:

- a) repeated courses receive automatic grade replacement, there is no separate process for grade replacement and there may or may not be limits on how many courses a student can repeat and receive grade replacement

OR

- b) a request for grade replacement can be done anytime up to graduation time. A student can repeat the course with no grade replacement. Once the course is completed, the student can file a request for the grade replacement.

With this information as background, we set out to create a revised Grading policy, in particular the section related to Repeating Courses, which makes clear to students and advisors the conditions under which grade replacement applies and that simplifies related procedures. The attached proposed text is the result of this process.

The proposed revisions to the Grading policy, described in the attached document are recommended by the Associate Deans Council. The proposed revisions have been impacted by discussions with Advising Directors and personnel from the Registrar's office, and by conversations with students that have attempted to understand and use the current policy.

# UNC CHARLOTTE ACADEMIC POLICY AND PROCEDURE: GRADING

---

## II. POLICY AND PROCEDURE STATEMENT

### REPEATING COURSES

A student may receive credit for a course one time only, unless the course description specifies that it “may be repeated for credit.” However, subject to College or program restrictions, students can repeat a previously completed course to earn a higher grade. A student seeking to repeat a course for which they have already earned credit (earned a passing grade) must receive a Repeat Course Override.

Grade Replacement will automatically be applied for the first two courses (maximum of 8 credit hours) repeated where the previous grade earned was a C or below. Under Grade Replacement, both grades earned for the course will be reflected on the transcript. However, only the higher of the two grades for the course will be used in GPA calculations. For any course repeated without Grade Replacement, the most recent grade earned will be used for prerequisite purposes and ALL GRADES earned for the course will be reflected on the transcript and will be used in overall GPA calculations. Grade Replacement will not be applied to

- any course other than the first two courses repeated where the previous grade earned was a C or below.
- courses that may be repeated for credit, except for special topics courses where the student is enrolled in the same topic for which they originally received the grade to be replaced.
- courses for which the initial grade was received owing to an admitted or adjudicated academic dishonesty violation. (This exception is not subject to appeal or academic petition.)

For Grade Replacement to apply, the course to be repeated and the repeat course must have their grades assigned by UNC Charlotte. Grade Replacement will not be processed after a student graduates.

When the course being repeated is a course with an associated lab, the lecture and lab must be repeated concurrently to only consume one of the two allowable grade replacements.

If a student is repeating a course where Grade Replacement would have applied and the student withdraws from the course or from the University, the previous final course grade will be the grade of record for the course and not a W. Any such withdrawal still consumes one of the two grade replacements permitted under this policy. However, a course that is dropped before the end of the Add/Drop period or a course for which the student receives a WE (withdrawal with extenuating circumstances) does not consume one of the allotted replacements.

Students will be notified after the last day to add or drop a course for the term or session about any grade replacements in effect for that term or session. Students wishing to opt out of using a grade replacement must comply as instructed by the Office of the Registrar and by the withdrawal deadline for the term or session. They must similarly comply with the instructions provided and by the withdrawal deadline if they wish to apply grade replacement to a different course being repeated during the same term.

Note – Since credits can be awarded only once for a course, repeats can affect athletic eligibility, academic standing, veteran's benefits and financial aid status.