

**Resolution to Clarify Course Retake Language in the Graduate Catalog**  
**Educational Policy & Student Affairs Committee**  
**April 8, 2019**  
**Second Reading & Vote**

**Whereas** all graded OHIO graduate courses contribute to the student’s cumulative OHIO graduate GPA; and

**Whereas** the current catalog policy is meant to communicate that non-repeatable graduate classes are meant to be taken once for credit and to prevent graduate students from taking classes again primarily for the purpose of raising their cumulative GPAs; and

**Whereas** the current catalog language, adapted from the undergraduate policy (see Appendix A), does not communicate that policy clearly or in a way consistent with the Registrar’s terminology; and

**Whereas** current policy does not provide adequate guidance for when faculty should authorize retaking a graduate course; and

**Whereas** the current method of recording graduate credit hours counts all attempts in non-repeatable hours and thus does not conform to University policy (see Appendix A); and

**Whereas** the grade required to meet program requirements is always above a C- but may be higher in some programs;

**Be it resolved** that the Academic Policies and Procedures section of the Graduate Catalog be amended as shown below:

[with changes marked]

**Standards of Work**

Graduate accumulative grade point average (GPA) includes all graduate courses taken at Ohio University. Conferral of a graduate degree or certificate requires an accumulative graduate GPA of at least a 3.0 – GPA cannot be “rounded up” to achieve a 3.0. No course with a grade below C (2.0) may be used to satisfy any graduate degree or certificate requirement. Taking a graduate-level course a second time does not remove or replace a grade from a previous attempt.

Students taking courses in post-baccalaureate or non-degree status must adhere to the same standards of work as degree and certificate students. **Note:** graduate courses taken by undergraduate students through OHIO Honors, departmental honors, or Honors Tutorial College will have course grades applied to their undergraduate GPA  
~~undergraduate students taking graduate courses through College Honors or Honors Tutorial College will have graduate courses count toward their undergraduate GPA unless~~

they have applied for and received permission to take graduate courses for graduate credit. Grades for courses taken in undergraduate for graduate credit status will become part of the student's official graduate record and graduate grade point average.

Individual graduate programs, schools, departments, or academic colleges may establish standards more rigorous than those in this section. For example, programs may set minimum grade expectations for courses, or programs may consider academic progress based on work done as part of the active program exclusive of previous graduate work.

### **Repeating a Course**

Repeating a course is to complete a course more than once for credit. This can be done only with repeatable courses, which are designed to be taken multiple times (e.g., thesis credits 6950, dissertation credits 8950). The policy on second and subsequent course attempts does not apply to repeatable courses. Some departments place a limit on the total number of credits that may be earned or counted toward degree requirements in a given repeatable course.

### **Second and Subsequent Course Attempts**

Students may not take a graduate-level course more than once if the prior attempt has met degree requirements. In the event that a graduate student must take a class again to achieve a sufficient grade for a graduate program, the previous grade stays on the transcript and in the GPA calculation. Non-repeatable graduate courses will earn credit only once. ~~A regular graduate-level course with fixed content cannot be retaken to affect the student's GPA.~~ All course attempts and grades appear on the permanent academic record (transcript) and are calculated in the graduate GPA.

[clean version of revised text]

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### **Background only – not part of resolution**

#### Appendix A

The current language in the Graduate Catalog was approved by Graduate Council during the Q2S catalog revision. It derives from the undergraduate catalog, as reflected in University Policy 12.040 (Grading):

#### **E. Repeating a Course**

Repeating a course is to complete a course more than once for credit. This can be done only with repeatable courses, which are designed to be taken multiple times (e.g., MUS 3400, PSY 4900). Some departments place a limit on the total number of credits that may be earned in a given repeatable course.

#### **F. Retaking a Course**

A regular undergraduate course with fixed content can be retaken to affect the student's GPA. Retaking the course removes the hours and the effect of the earlier grades from the calculation of the GPA. However, all grades appear on the permanent academic record (transcript). The last grade earned is the one used to calculate the GPA, even if it is lower than the earlier grade(s), and only the last instance's credit hours are accepted toward any requirements for graduation. Some

graduate and professional schools will include all grades in their own calculation of the GPA when determining a student's eligibility for admission, even though Ohio university calculates the GPA using only the last grade in a retaken course.

Courses taken at Ohio University and retaken at another university are not eligible for grade point adjustment under this policy. Effective Summer Quarter 2010-11, the university limits the number of times an undergraduate course may be retaken to a maximum of two in addition to the first attempt.

Retaking a course after graduation will not change graduation GPA or honors status.

**Ohio University's official grading policy is silent about how non-repeatable graduate courses taken more than once appear on the transcript.**