

Augusta University

Policy Library

Undergraduate Repeated Course and Grade Substitution Policy

Policy Manager: Office of the Vice Provost

POLICY STATEMENT

Undergraduate courses at Augusta University (AU) can only be repeated for accumulated academic credit toward graduation or program completion if they are specifically designated as "repeatable" in the course catalog. If an undergraduate student retakes a course that has not been designated as repeatable, then only the most recent attempt of this course can be considered when awarding academic credit toward graduation or program completion, unless that attempt qualifies for a grade substitution.

While AU does not limit the number of times a student may retake a non-repeatable course, grades in all course attempts will be used when calculating the student's Regents GPA. In addition, regulations such as the policy on Academic Standing for Undergraduate Students, may impose practical limits on the number of times a course may be retaken.

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Alumni Faculty Graduate Students Health Professional Students
 Staff Undergraduate Students Vendors/Contractors Visitors
 Other:

DEFINITIONS

Repeatable Course: a course identified as repeatable in the AU course catalog (e.g.: Wellness and selected topic courses) that may be taken more than once with each attempt independently yielding academic credit that can be used toward the completion of an academic degree.

Grade Substitution: Undergraduate students who have retaken a non-repeatable course and received a lower grade (or W) may petition to have that grade removed from their Institutional GPA. Both attempts must have been made at Augusta University. No more than four course grades may receive a substitution, and a student can substitute the grade for a given class only once. Courses that include and/or have co-requisites, will be counted as "one" course if both are failed. If only one of the co-requisites are failed, this will also count as "one" course.

Grades that have been approved for grade substitution will still appear on the official transcript, with an appropriate notation.

Institutional Grade Point Average (GPA): The average of grades received in all courses taken at AU, including only the most recent grade for courses that have been taken more than once at AU and are not repeatable for credit, not including grades for attempts that were approved for a grade substitution. This GPA is used in determining graduation eligibility and academic standing.

Regents' Grade Point Average (GPA) [also known as Cumulative GPA]: The average of every grade received at AU, including repeated courses. This GPA is used in determining eligibility for scholarships and academic awards.

PROCESS & PROCEDURES

Retaking a Course:

A student may retake a course that is not designated as repeatable in the AU course catalog. However, retaking a course, by definition, replaces the previously earned credit hours with those credit hours of the most recent attempt. Students who retake a course not designated as repeatable who then withdraw will not have their previously earned credit hours restored, unless they qualify for a grade substitution. The grades earned from all attempted courses will be used to calculate the Regents' GPA.

Unless a course has been approved as a repeatable course in the AU catalog, only the grade in the most recent attempt of the course will count when calculating the student's Institutional GPA, unless it qualifies for a grade substitution. With the exception of such courses as Wellness activity courses, "Selected Topics" courses, and other courses specifically designated as repeatable in the AU Catalog, retaking an academic course for which a grade of "A," "B," "C," "D," "F," or "WF" is assigned will cause the student to forfeit the credit earned toward graduation in the previous attempt of the course or its equivalent, unless it qualifies for a grade substitution. In the case where a student receives a grade of "W" when retaking a non-repeatable course, the grades from the previous attempts will be used when calculating the student's Institutional GPA.

Students wishing to attempt a course a third or more time, regardless of performance in or completion of previous attempts, must complete the following actions prior to registering for the course an additional time: i) have an in-person and/or virtual meeting regarding progression and academic needs with their/an advisor; ii) receive written approval from their/an advisor; iii) have an in-person and/or virtual meeting regarding the specific course with the Departmental Chair.

Grade Substitutions:

Students may petition for a grade substitution for a repeated course by submitting the designated form to the Registrar's Office. Petitions will be approved in instances where the eligibility criteria are met. Once a grade substitution has been approved it cannot be revoked.

In accordance with Board of Regents policy, when Augusta University calculates the students Cumulative or Regents' GPA, all hours attempted and all grades earned will be counted and will appear on the student's transcript.

REFERENCES & SUPPORTING DOCUMENTS

[Cumulative/Regents' GPA, Board of Regents Policy Manual 3.5.1.2](#)

RELATED POLICIES

[Adding, Dropping, and Withdrawing from Courses for Undergraduate Students Policy](#)

[Graduation with Honors Policy](#)

[Academic Standing for Undergraduate Students](#)

APPROVED BY:

Executive Vice President for Academic Affairs and Provost, Augusta University

Date: 5/19/2026

President, Augusta University

Date: 5/20/2026