



REGULATION TITLE:

Undergraduate Course Repeat

APPLIES TO:

Undergraduate Students

ADMINISTRATIVE AUTHORITY:

Office of the Registrar

Office of the Provost and Vice President of Academic & Student Affairs

Division of Academic & Student Affairs

APPROVED BY:

Kentucky State University Board of Regents

EFFECTIVE DATE:

August 8, 2025

NEXT REVIEW DATE:

August 8, 2028

REGULATION STATEMENT:

This regulation implements KSU's academic policies by providing the official rules by which an undergraduate student may repeat a course to achieve a better final grade. While this regulation provides the general KSU requirements, students should be aware that some academic programs may have more restrictive requirements regarding course repeats.

DEFINITIONS:

Repeat Option

The option for an undergraduate student to repeat a completed course, with only the highest grade earned being used in the computation of the student's academic standing and credit for graduation.

PROCESS:

Limits on Course Repetition

- A student may repeat a maximum of six (6) different courses during their undergraduate academic career.
- A student may repeat the same individual course a maximum of two (2) times.
- A student may not repeat a course that was required for a degree or certificate that has already been awarded.
- A student may not repeat a course for which transfer credit was earned.

Grading and GPA Calculation

- When a course is repeated, the best final grade earned will be used to calculate the student's cumulative grade point average (GPA).
- The original course attempt and grade will remain visible on the student's official transcript, and the repeated course will be noted as such.
- If the repeated attempt results in a better grade, the original attempt will be excluded from the earned hour and GPA calculations, but will continue to be included in the calculation of total attempted hours.
- A student may not repeat a course to replace a letter grade (A, B, C, D, F) with a Pass/Fail (P/F) grade. However, a P/F grade may be replaced with a letter grade.

Effect on Prior Academic Standing

Any updates to a student's GPA due to a repeated course will not retroactively change the student's academic standing (e.g., Dean's List, probation status) for prior semesters.

Discontinued Courses

A student may not repeat a course that the university has discontinued unless one of the following conditions is met:

- An equivalent new course has been created to replace the discontinued course.
- The student receives an exemption from the Dean of the college that offered the discontinued course.

Exemptions

To request an exemption from any provision of this regulation, a student must submit a written petition to the dean of the college offering the course. The student must receive written permission from the dean before enrolling in the course.

REFERENCES AND RELATED MATERIALS:

- Academic Standing Policy

CONTACTS:

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HISTORY:

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
Issued (New Regulation)	June 2025	Zach Atwell
