



## Repeat Course GPA Adjustment

Missouri University of Science and Technology  
Office of the Registrar

103 Parker Hall  
300 West 13<sup>th</sup> Street  
Rolla, MO 65409-0930  
Phone: (573) 341-4181  
fax: (573) 341-4362  
registrar@mst.edu  
<http://registrar.mst.edu/>

Name: \_\_\_\_\_  
Last
First
Middle

Student ID: \_\_\_\_\_ Degree Program: \_\_\_\_\_

Original Missouri S&T Course Information	Repeated Missouri S&T Course Information
Term: _____	Term: _____
Department: _____	Department: _____
Course No.: _____	Course No.: _____
Course Title: _____ _____	Course Title: _____ _____
Grade: _____	Grade: _____

Original Missouri S&T Course Information	Repeated Missouri S&T Course Information
Term: _____	Term: _____
Department: _____	Department: _____
Course No.: _____	Course No.: _____
Course Title: _____ _____	Course Title: _____ _____
Grade: _____	Grade: _____

**Return completed form to the Registrar's Office, 103 Parker Hall**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_

## **STUDENT ACADEMIC REGULATIONS** (Changes Approved February 15, 2001)

On February 15 Faculty Senate approved two changes to Academic Regulations that were proposed by the Retention Committee. They affect the time limit for removal of incomplete grades and provide a course repeat policy that would adjust a student's GPA.

The **incomplete grade time limit** change, effective Winter 2001, states students must complete the work in which they are deficient within one calendar year from the close of the semester in which the "I" grade was recorded. Incomplete grades recorded prior to Winter Semester 2001 will continue under the previous time limit.

The **repeat course GPA adjustment** policy is effective with Missouri S&T coursework repeated fall of 2001 or later. When a grade of "D" or "F" is received in a Missouri S&T course, the grade may be replaced in the calculation of the GPA if the course is repeated at Missouri S&T. No more than 15 semester hours will be dropped from the calculation of the student's GPA and a repeated course may only be used to replace one previous grade in that same course in the GPA calculation. Grades of "I", "W", "HR" or "Pass/Fail" will not replace the previous grade. All grades earned will appear on the student's transcript. A statement of the repeat policy will be included on the transcript to explain the calculation of the GPA. After repeating a course, the student must submit a Repeat Course GPA Adjustment form to the Registrar's Office to have the GPA changed. The new grade will replace the old grade in all GPA calculations in which the previous grade was used, with the exception of the UM GPA used for calculation of graduation honors. If a student does not submit the Repeat Course GPA Adjustment, both grades will be used in GPA calculations. The scholastic standing of a student for a past semester will not be changed as a result of repeating a course. This policy applies to undergraduate students only and may not be applied once the student has graduated.

If you have any questions or need more information, contact the Registrar's Office.