



<u>ACADEMIC POLICY</u>  ADAMS STATE COLLEGE	POLICY NUMBER:	PAGE NUMBER
	CHAPTER: Academic Policies	
	SUBJECT: Grades: Repeating Courses	
RELATED POLICIES:	EFFECTIVE DATE: 1/13/10	
	SUPERSESION:	
	 Dr. David Svaldi President	
OFFICE OF PRIMARY RESPONSIBILITY: Office of Academic Affairs		

Grades

Repeating Courses

I. POLICY:

Students may repeat course; however, only the most recent credit hours attempted are computed in the GPA. Previously attempted courses and grades remain on the academic record but are not computed in the GPA. After repeating a course, students should submit a GPA update form to have their GPA recalculated. Forms are available at the One Stop Student Services Center or online at www.adams.edu/onestop and may be submitted to the One Stop Student Services Center. Students who receive approval to take courses from other institutions need to be aware the grade earned will not replace a grade earned at Adams State College.

II. PURPOSE:

The purpose of this policy is to state whether students may repeat classes and how repeated courses are factored into the GPA.

III. DEFINITIONS:

- A. Academic Record: All documentation related to student's academic performance, including a transcript reflecting all courses undertaken and grades assigned.
- B. GPA: Grade Point Average; equivalent of the cumulative scholastic average.
- C. One Stop Student Services Center: The consolidated service center of the Business office, registration, academic advising, etc, located in the Student Union Building, where students can conduct most college business.
- D. Records Office: The ASC Office responsible for assessing and maintaining student records.

IV. PROCEDURES:

- A. Students who choose to repeat a class must enroll in that class.
- B. After grades have been entered for the repeated course the student must submit a GPA update form to the One Stop Student Services center.
- C. The GPA update will be processed and the most recent grade computed into the GPA.

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V. RESPONSIBILITY:

- A. It is the student's responsibility to repeat any required courses in which an unsatisfactory grade was earned.
- B. It is the student's responsibility to submit a GPA update form in order to have the most recent grade computed into the GPA.
- C. It is the responsibility of the Record's Office to process the GPA update.

VI. AUTHORITY:

ASC General Catalog 2006-2007

VII. HISTORY

May 16, 2006
January 13, 2010

VIII. ATTACHMENTS: