

**Attachment 2**  
**Proposed Revisions**  
**University Handbook, Section F65.1 - Retake Policy**  
**Approved by CAPP on September 13, 2017**  
**Approved by FS Academic Affairs on January 16, 2018 with slight revision**

## **Retake Policy**

### Undergraduate

F65.1 Students may retake courses in order to improve the grade. If a course is retaken, the original grade is noted as retaken and removed from the cumulative grade point average. Retakes can be accomplished only by re-enrolling in and completing a Kansas State University course. Courses originally taken on a letter grade basis may be retaken on an A/Pass/F basis if appropriate, or if originally taken on an A/Pass/F basis may be retaken on a letter grade basis. The retake grade will always be used in the cumulative grade point average computation regardless of whether it is higher or lower than the original grade. The original course remains on the academic record. Although there is no limit to the number of times a course may be retaken, a student may retake a course with subsequent removal of the prior grade from calculation of the grade point only once for each course, and ~~for a total of five only for the first five retaken~~ courses during the student's academic career at K-State. Any grades obtained from retaking courses beyond these limitations will be used in calculating the cumulative grade point average. A retaken course will count only once toward meeting degree requirements.

Any course retaken after completion of a bachelor's degree will not affect the credits or the GPA applied to that degree. For more information, see [http://www.k-state.edu/registrar/a\\_r/](http://www.k-state.edu/registrar/a_r/).

### Graduate

F65.2 If the student received less than 3.00 in a course, the student may retake the course with approval of the major professor and the supervisory committee. If the course is retaken by the direction of the major professor and the supervisory committee, the original grade is noted as retaken and removed from the grade point average. The retake grade will always be used in computing the grade point average regardless of whether it is higher or lower than the original grade. A student may retake a course with subsequent removal of the prior grade only once for each course and for a total of two courses in the program of study. An approved program of study must be on file in the Graduate School at the time the retake request is submitted. Retake requests must be made prior to enrolling in the course.

Rationale: Over the past several years there have been many interpretations of the undergraduate retake policy. Therefore, the insertion of the word “cumulative” should provide clarification to the policy.

Effective date: Upon approval.