

Petition to Repeat a Course with Grade Point Average Recalculation (New Policy Beginning Fall 2009)

This form is to be used by students enrolled in the College of Business Administration only. **Be aware that a D is an acceptable grade for most UIC courses. Any course taken prior to fall 2009 does not qualify.** Petition deadline: Friday of the 2nd week of the fall, spring and summer 8-week semesters; Friday of the first week of the 4-week summer session.

Last Name First Name UIN

Address City, State, Zip Code

(_____) _____
Telephone Number UIC Email Address

Major FR SO JR SR Nondegree
Class Level (Circle one)

Course you would like to repeat _____ Semester you took the course _____

Grade you earned _____ Term you are requesting to repeat the course: ____ Fall ____ Spring ____ Summer _____
Year

1. **I am requesting to have the grade recalculated on my GPA. I understand both grades will remain on my UIC transcript.** Yes No
2. **This is my first request to repeat this course.** Yes No

Date _____ Student Signature _____

Return to 1118 UH after five working days to obtain your results. Petition results cannot be faxed or given over the phone.

Advisor's Action:

- Approve request to repeat the course Deny request to repeat the course
 Approve request to recalculate GPA Deny request to recalculate the GPA
 Meet with an advisor before a decision can be made on this petition

Comments _____

Date _____ Signature _____

**See the back of this form for the official CBA Repeat Policy.
(OVER)**

Repeating a Course with Grade Point Average Recalculation Policy

Repeat Policy

Students may repeat a course with a D or F grade to increase their knowledge of the subject matter. An F grade must always be repeated for required courses. Courses with A, B, or C grades may not be repeated.

- **A course may only be repeated once for GPA recalculation.**
- The course must be repeated within three semesters of the receipt of the original grade, and it must be taken at UIC.
- A course cannot be repeated after receiving credit in a course for which the repeat course is a prerequisite.
- Only one registration for the course counts toward the total number of credits required for graduation.
- Students who have been dismissed from UIC may not appeal on the grounds of intention to repeat courses.

Recalculation Policy

Grade point average recalculation for a repeated course **is not** automatic. The student must complete the Petition to Repeat a Course with Grade Recalculation.

- The deadline to petition to repeat a course with grade recalculation is the 10th day of instruction of the term in which you are requesting to repeat the course.
- In all cases, both the original grade for the course and the repeat grade will appear on the transcript.
- When the GPA is recalculated, even if the second grade is lower than the first, the second grade stands.
- If a course is repeated more than once, the original grade is not counted in the GPA, but all other grades for that course are calculated in the cumulative GPA.
- Undergraduate students are allowed grade point average recalculation in up to four different repeated courses.

There are circumstances under which repeating a course is advisable and to a student's advantage. There are also circumstances where repeating a course may disadvantage a student and narrow a student's options. **The original grade will be calculated into the grade point average, unless the student initiates petition to *Repeating a Course with Grade Point Average Recalculation* by the 10th day of the semester in which you repeat the course.**