

# Student Services Manual (SSM)

## SSM 203–06: Deletion of a “D” or “E” Grade Received by an Undergraduate Student in an Undergraduate Course

Effective: 8/15/1983

Revised: 8/15/2008

### Purpose

To allow an undergraduate student to earn and have reflected in his or her academic record an improved grade for an undergraduate course in which a “D” or “E” grade was originally received

### Sources

Faculty Senate minutes of February 22, 1983, Item VI. A

Faculty Senate minutes of March 19, 2008, Senate Resolution #22

### Policy

#### Course Repetition

An undergraduate student who received a “D” or “E” grade in a course may repeat that course only once to attempt to earn an improved grade.

#### Academic Record Adjustment

For students admitted prior to the fall 2008 semester, the grade received through repeating the course will be reflected in the academic records based on the course level and is detailed in the [first policy](#) listed below. For students newly admitted fall 2008 and after the grade received through repeating the course will be reflected in the academic records based on the [second policy](#) detailed below.

#### Students Admitted Prior to Fall 2008

##### 100 and 200 Level Courses

For 100 and 200 level course repetition, the student’s academic record will reflect:

1. both grades received in the course on the student’s transcript  
and
2. only the highest grade received in the course in the student’s grade point average.

##### 300 and 400 Level Courses

For 300 and 400 level course repetition, the student’s academic record will reflect:

3. both grades received in the course on the transcript  
and

- both grades received in the course in the student's grade point average.

**Students Newly Admitted Fall 2008 and After**

**Students are permitted to repeat up to 12 hours and the following will apply:**

For 100, 200, 300 and 400 level course repetition the student's academic record will reflect:

- both grades received in the course on the student's transcript  
and
- only the highest grade received in the course in the student's cumulative grade point average.

**All courses taken repeated beyond the 12 hour limit the following will apply:**

For 100, 200, 300 and 400 level course repetition the student's academic record will reflect:

- both grades received in the course on the student's transcript  
and
- the average course grade be included in the student's cumulative grade point average.

**Procedure**

Responsibility	Action
Student	<ol style="list-style-type: none"> <li>Register for the course in which "D" or "E" grade was received.</li> <li>Earn an improved grade in the course.</li> </ol>
University Registrar Services staff	<ol style="list-style-type: none"> <li>Change the student's academic record to reflect the grade change, if any, based upon applicable policy indicated above.</li> </ol>
Student	<ol style="list-style-type: none"> <li>Verify change by requesting an unofficial transcript at <a href="https://my.asu.edu">https://my.asu.edu</a> (<a href="#">My ASU</a>).</li> </ol>

**Reference**

For information about petitioning to take a course for the third time, see [SSM 201-13](#), "Petition to Take a Course for the Third Time."

For information about credit duplication, see [SSM 203-05](#), "Duplication of Credit by an Undergraduate Student."