



Policy Name:	Superseding Grades/Repeating Courses
Effective Date:	Fall 2019
Last Revision Date:	December 16, 2021
Last Review Date:	Unknown
Approving Authority:	Northwest Leadership Team
Responsible Office:	Registrar's Office
Category:	Enrollment and Academics

I. Purpose

A student who has received a grade of "C", "D" or "F" in a course may repeat a course in an effort to raise the grade, provided in the meantime the student has not completed a more advanced course for which the repeated course is a prerequisite.

II. Policy

A student may supersede a given class at most two times, providing up to three opportunities to complete the given class. When a course is repeated, all of the grades will appear on the student's record, but only the highest grade earned will be used in determining the cumulative grade point average. A petition for superseding, available online through CatPAWS, must be completed online prior to registration for the course. Students will register for superseding courses during the normal registration period.

A five-hour course may be superseded by a four-hour course if the five-hour course is no longer taught and the four-hour course is essentially the same in content as defined by the department which originated the five-hour course. Similar procedures apply to a four-hour course which has been changed to three hours.

A student will not be allowed to supersede a grade earned at Northwest by completing an equivalent course at another institution.

Students must petition the Committee on Academic Petitions for exceptions to the above policies. Petition forms are available in the Office of the Registrar, and online at www.nwmissouri.edu/registrar.

A student with veterans' benefits must advise the Coordinator of Veterans' Affairs when he or she plans to supersede a grade.