Grading System

Repeating a Course

The policy outlined here pertains only to courses taken at and repeated at NIU. Repeating a course taken at another college or university is governed by the policy on repeated courses in the section on transfer credit. The opportunity to repeat a course under this policy will end with the awarding of a degree. The NIU transcript will reflect the GPA as specified in the following policy. However, students should be cautioned that some limited admissions programs recognize all attempts for admission purposes and that when students apply to professional schools and/or graduate schools, all attempts at courses could be considered in that application process.

A student may repeat any course in which a grade of D or F lower than a C was received. The grade which the student earns in the repeated course will replace the original grade in the GPA calculation, but both grades will always appear on the student’s official transcript. In all cases, the permanent record of a student repeating a course will report each enrollment in the course. (A course withdrawal does not count as a repeat.)

A student may not repeat a course taken at NIU in which a grade of C or better was earned, unless the contrary is stated in the catalog description of the course.

A student who does not earn a C or better after two (or more) attempts in a course may petition to retake the course. The student must secure permission of the dean of his or her major college and of the chair of the department in which the course is offered.

All grades received in the course will appear on the transcript. Credit may be earned only once unless the course description in the catalog states otherwise. Exceptions to this policy may be granted only by the dean of the student’s major college. In all cases, third or subsequent enrollments in a course may be allowed only if the department in which the course is taught agrees to permit enrollment. In approved third or subsequent enrollments the grade earned during the last enrollment will be used in the GPA calculation.
Transfer Credit

Repeated Courses in Transfer
The calculation of the GPA for admission will not count repeated courses for which the student received a grade of C or better in the first attempt, nor will such courses be accepted for transfer credit. In those situations where a student has repeated a course for which a D or F grade lower than a C was previously earned, the second attempt only will be utilized for the above purposes.

The evaluation of transfer credit will give the student the benefit of the doubt in identifying repeated courses. Courses will be identified as repeats only if they fall into one of the following categories.

The same course (by title or number, or both) has been taken twice at the same institution.

A course for which a student has been granted transfer credit is later taken at NIU. (See “Forfeiture of Credit.”)

Two courses, taken at two different institutions besides NIU, are obviously identical. If a credit evaluator designates two such courses as repeats, and the student disputes the ruling, the student is responsible for providing evidence that the courses were different in content. The chair of the appropriate NIU department or a designated representative will be the final judge in any disputed cases.

When a grade of D lower than a C is earned in a course taken at NIU, an equivalent course taken at another institution cannot be transferred to NIU for credit because previous credit has been earned at NIU.