



# TEXAS TECH™

## Operating Policy and Procedure

### **OP 34.15: Grade Replacement Policy**

**DATE:** January 5, 2024

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to establish procedures for replacement of a grade in a previous course with the grade in a subsequent course.

**REVIEW:** This OP will be reviewed every two years after publication by the Vice Provost for Academic Innovation and Student Success with substantive revisions presented to the Provost and Senior Vice President.

### **POLICY/PROCEDURE**

#### **1. Replacing a Grade**

- a. After a Texas Tech University course that was not completed with a grade of C or better has been retaken at Texas Tech, the course may be eligible for grade replacement.
- b. Grade replacement is for the purpose of adjusting the cumulative grade point average. On the transcript, the original grade will remain visible but will include a notation indicating that the original grade was subsequently replaced. A pure grade point average including all coursework taken at Texas Tech will be used for honors designations. Additional rules concerning grade replacements are below:
  - (1) Only grades of D and F are eligible for grade replacement.
  - (2) There is no limit on the number of times that a student may attempt to grade replace a course. However, after the third attempt, the student will be charged the non-resident, undergraduate tuition rate for any and all subsequent enrollments in that same course (per the authority granted by [Rule 13.105 of Title 19, Part 1, Chapter 13, Subchapter F of the Texas Administrative Code](#)).
  - (3) Regardless of the number of attempts made by a student to grade replace a course, only the grade of D or F associated with the most recent attempt of the course will be factored into the student's cumulative grade point average until such time as the student successfully achieves a grade of C or better.
- c. Grade replacements are processed in the Registrar's Office during the end-of-term processes, and no action is required by the student.

#### **2. Restrictions**

- a. Students who attended Texas Tech prior to the fall 2004 term and who have not yet completed a degree may contact the Registrar to inquire about grade replacement procedures.

- b. First-time freshmen and transfer students who entered Texas Tech in the fall of 2004 or thereafter will not be allowed to repeat a course in which they have earned a grade of C or above.
- c. A student placed on academic suspension or probation at the end of the semester will not be removed from suspension or probation on the basis of grade replacements that can be or are made after the semester grades are reported.
- d. Courses taken at other institutions may not replace Texas Tech University course grades.