

## Gen Ed Substitute Course Repeat Process

In some cases, successful completion of designated Gen Ed substitute courses will not automatically replace the grade for an eliminated Core course. In these instances, the grade repeat policy will need to be manually applied.

### Process for applying Grade Repeats

1. Complete with the student the Gen Ed Substitute Course Repeat Form (page 2 of this document). This form will remain in student's file. (This step is **optional** for all courses except IH and Math\*)
2. Go to student's H8 or H9 screen and cut and paste the following information into an e-mail: TUID, Student's Name, Semester/Year Core course was completed, Course Number, Course Title, Semester/Year Gen Ed substitute course was completed, Course Number, Course Title. **Do not include the grades.**

#### Example:

**TUID:** 999999999 **Name:** Sample, Suzie

TERM( 36/85 ) FALL 1985

**ENG 1022COLLEGE COMPOSITION**

TERM( 36/08 ) FALL 2008

**ENG0802ANALYTICAL READ&WRIT**

3. Send e-mail to [courserepeat@temple.edu](mailto:courserepeat@temple.edu).
4. Save a copy of the e-mail in Advising Database.

### \*IH and Math Grade Repeats

IH and Math Gen Ed substitute courses are the only courses in which students can earn credit for the original Core course and the Gen Ed substitute:

- A student can earn credits for an IH course and also earn credit for the corresponding Mosaic course. For example, students who completed IH 1196 and earned 3 credits can opt to take IH 0851 (Mosaic I) and earn an additional 3 credits.
- A student who already earned credit for Math 1011 could earn additional credit for Math 0823. (However, a student who previously earned below a C- in Math 1011 can use Math 0823 for grade repeat purposes, and in this instance, would not earn additional credit. As a result, students must complete the Gen Ed Substitute Course Repeat Form. The form will remain in the student's file.)

