### FACULTY SENATE ISSUE FORM

**Date Submitted:** September 1, 2017  
**Title of Issue (a short descriptive title by which the issue may be referenced)**  
Proposed revisions to the policy on Repeating Courses

**Description of Issue:** The Deans Council recommends changes to the policy on Repeating Courses. The changes were recommended by the committee looking at courses with high DFWI rates and subsequently reviewed and revised by the Undergraduate Student Academic Policies and Procedures Committee.

**Rational for Submission:** The proposed revisions would set a limit on the number of times a student can take a course. Students would be allowed to repeat a class in which they earned a C- or below twice without further appeal. Approval from the advisor and the Dean/designee of the college in which the student’s major is housed would be required for students to enroll in a class more than three times. This would allow the advisor and the student to discuss alternatives, including whether the student should change majors. In addition, continuing to repeat courses has a negative impact on students’ eligibility for financial aid.

**Name:** Judy Bowman, submitted on behalf of Austin Agho and the Deans Council  
**Department:** Academic Affairs  
**Date:** September 1, 2017  
**Signature:**

**For Faculty Senate Use Only**  
**Assigned to Committee:**

**Date Assigned:**

**Committee Recommendation:** The Committee does not recommend approval of this issue. The Committee notes that it should be a student's option to repeat as many times as desired, noting that some majors mandate higher grades for entrance.
Repeating Courses

1. Normally, undergraduate students may not repeat courses in which they have previously earned a C or better or in which they have received transfer credit. Exceptions to this should be made by the department chair and should be allowed only under the following conditions:

   a. A student has a long delay (usually more than five years) between an introductory course (or the first half of a two-course sequence) and subsequent study, so that repeating the course is advisable for future success in the field.

   b. A department requires that grades higher than C be earned in particular courses or requires a cumulative grade point average greater than 2.00 and stipulates that students who earn less than the desired grades or grade point average retake the courses.

   c. A student wishes to retake the course to meet requirements for graduate and/or professional school admission. Students may repeat a course in which they earned a C- or below twice without further appeal. In order to enroll in a class more than three times, the student will be required to submit a request in writing, with justification, to his or her major advisor and the Dean/designee of the college in which the student’s major is housed. If the advisor and the Dean/designee grant approval for subsequent attempts by the student, the student will be permitted to enroll. If approval is not granted for subsequent attempts, no further appeal is available to the student.

None of the credit hours earned in courses that have been repeated for credit under these conditions will be applicable toward the total hours required for the degree. Grades earned in both the original course (including C or above) and the repeated course will, however, be used in the calculation of the cumulative grade point average unless the Grade Forgiveness Policy has been applied (for grades below C).

The Grade Forgiveness Policy does not apply when courses are repeated in which a grade of C or higher was earned originally nor does the Grade Forgiveness Policy apply to transfer courses. Please refer to the Grade Forgiveness Policy in this Catalog for information about repeating courses in which grades below C were earned.