

UAR NUMBER: 107.03

TITLE: Repeating Courses

ORIGINATOR: Vice President for Academic Affairs

INITIAL ADOPTION: 04/03/1992

REVISION DATES: 1996; 1999; 2001

PURPOSE: To establish the guidelines and procedure for repeating courses.

Procedural References:

SCOPE (Who is covered by this UAR?): All undergraduate students.

DESCRIPTION:

Courses: Undergraduate students are permitted to repeat any course regardless of the grade received or the number of times the course has been attempted.

When a Student Fails a Course for the First Time:

When a student fails a course for the first time, the Office of Academic Support and Retention will send the student a letter urging the student to secure tutoring before or while repeating the course, talk with his or her advisor, and develop a plan for succeeding if taking the course a second time. The Undergraduate Repeat of Course Option form the student needs to complete for the Registrar's Office will be attached to this letter, and the form will include a sign-off by the student's advisor. The advisors will be strongly encouraged to meet with the student, counsel the student about what to do, and develop a plan for enabling the student to succeed if the student needs to repeat the course.

When a Student Fails a Course for the Second or Successive Times:

The Student will be referred to the Office of Academic Support and Retention and assigned to a staff person who will work with the student's advisor to assist the student. The student and counselor will develop a plan for success. The counselor and faculty member will monitor the progress of the student in the course being repeated.

Grades: Only the grade received on the last attempt is computed in the overall grade point average. Failing grades may not be removed by correspondence study or proficiency testing unless approved by the department chair and college dean.

Procedure: Students wishing to repeat courses must file a Repeat of Course Option with the Registrar's Office at the time of enrollment in the course to be repeated.

Approved by: C. Nelson Grote

Date: 04/03/1992