

## University Policy

<b>Policy Name:</b> Undergraduate Course Repeat	<b>Effective Date of Last Revision</b> July 1, 2013
<b>Custodian of Policy:</b> Vice President for Academic Affairs	<b>Date of Last Review</b> September 2012
<b>Date of Policy Adoption</b> 2002	<b>Date of Next Review</b> September 2019

### Policy:

Students may repeat any course in an effort to improve grades. A student may repeat any one course no more than two (2) times. Under exceptional circumstances, and upon approval of a formal written appeal, a student may repeat a course for a third time.

A course repeat takes place anytime a student retakes a course for which that student has already received an A, B, C, D, P, F, NC, or W. This policy does not apply to completion of I or IP grades; however, it does apply if a student received an I or IP, did not successfully complete the I or IP, and then had the I or IP convert to a grade of F or NC. Courses which are designed to be repeated (e.g. Independent Study, Special Topics, Music Recital, etc.) are exempt from this policy.

The last grade earned in a repeated course will be the student's final, "official" grade and the only grade included for that course in GPA calculations. A repeated course for which a student receives a W will result in the last letter grade (A, B, C, D, F, P, NC) earned being the student's final "official" grade and the grade included for that course in GPA calculations.

This course repeat policy will apply for MSU courses. All courses attempted will appear on the student's transcript. Each time a course is taken it will count as attempted credits in calculation of course completion rate and in calculation of credit limit for financial aid. Therefore, overuse of the course repeat process may result in academic probation or suspension as well as financial aid suspension.

Individual departments and major programs may limit the number of repeats allowed in courses which apply to the major or minor. Individual departments and major programs also may determine whether all courses and grades will be used in the GPA computation for program admission or for completion of the major.

### Procedures:

#### Specifics of Course Repeat Process

Repeating a course 2 times means that a student will have registered for a course three times. There is no limit on the number of different courses a student may repeat two times, but a student may repeat the same course only twice. For example, a student may repeat MATH 112 two times, and ENG 101 two times. A student may not repeat MATH 112 three times.

## Submission of Form

Students repeating a course must file a "Notice of Repeated Course" with the Registrar's Office upon completion of the repeated course to initiate the change to the transcript.

## Appeals

Students who wish to repeat any course beyond the two-repeat limit must file a formal written appeal requesting an exception. The appeal must include the following:

- a. the student's transcript;
- b. a written request specifying why the exception is being sought and a justification for the exception; and
- c. a supporting statement from the chair of the department that offers the course..

The appeal should be submitted to the Assistant Vice President for Undergraduate Studies. Appeals must be submitted at least two weeks prior to the close of registration for the term in which the student wishes to repeat the course. If the appeal is approved, permission to register for the course will be granted by the respective office and the student will need to register for the course and pay all applicable university charges. Upon successful completion of the repeated course, the student must file a "Notice of Repeated Course" form with the Registrar's Office upon completion of the repeated course to initiate the change to the transcript.

## Implementation

The registration system will not allow students to register for a course after three course attempts (includes A, B, C, D, P, F, NC or W). Students can file an appeal through the Office of Academic Affairs using the form located at [http://www.mnsu.edu/registrar/forms/repeat\\_appeal.pdf](http://www.mnsu.edu/registrar/forms/repeat_appeal.pdf)

## Rationale:

Following a review of course repeat policies at all MnSCU institutions in 2005/06, a study group (which included two representatives from Minnesota State University, Mankato) made the following recommendations concerning course repeat policies and procedures:

Members of the Satisfactory Academic Progress Study Group believe that a student-friendly repeat policy can have a significant positive impact on student retention and eventual graduation. Allowing students to repeat courses is a student-friendly option, within limits. However, we do not believe that allowing a students to repeat a course an unlimited number of times, or to repeat an unlimited number of total credits, is an appropriate policy. A student who repeats a course is taking a class space that is then not available to a student who needs the course to fulfill requirements. There is also a concern about stewardship of state resources when taxpayers are asked to continue paying for a course that a student has attempted previously. Finally, there is concern that students will use a significant amount of financial aid eligibility on repeated courses that do not count toward graduation. This is because federal financial aid regulations require that all courses attempted be included in the cumulative count of aid-eligible credits even if an institutional policy allows them to be excluded from calculations for institutional academic progress purposes. Therefore, we recommend that colleges and universities revise their policies to allow students to repeat a course two times. In exceptional circumstances, students might appeal to be allowed one additional repeat after first filing a formal appeal and meeting with a counselor or advisor to discuss the reasons for needing to repeat the course.

Reviews of the use of the current course repeat policy at Minnesota State University, Mankato indicate that in certain courses, the number of students taking the course for the second (or third, fourth or even fifth time) exceeds 20% of the total course enrollment. These courses are generally high-demand pre-requisite courses in the sciences. Both current Minnesota State University, Mankato students attempting to take these courses for the first time, as well as transfer students who need these courses upon transferring to Minnesota State University, Mankato, are hampered in their ability to register for these courses. For these reasons, a revision of the course repeat policy at Minnesota State University, Mankato was deemed desirable.