

## University Policies

<b>Policy Name:</b> Undergraduate Course Repeat	<b>Effective Date :</b> July 1, 2007 for Spring Term of the 2007- 2008 Academic Year
<b>Custodian of Policy:</b> Vice President for Academic Affairs	<b>Last Review:</b> 2004
	<b>Next Review:</b> September, 2012

### 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 been awarded an A, B, C, D, F, P, or NC. 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 two times. 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:

- the student's transcript;
- a written request specifying why the exception is being sought and a justification for the exception;
- a supporting statement from the student's advisor.

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

Students who repeat courses beyond the two repeat limit (with the exception of those repeats approved through the appeal process) will have their course registration cancelled for any course(s) in excess of the two-repeat limit. The Office of the Registrar will identify students who enroll for classes in violation of this policy. Students will be informed through their University email address (xxx.xxx@mnsu.edu), prior to the drop/add period (unless enrollment occurs during the drop/add period), that they are dropped from the course and may want to enroll in another course for the term.

### Effective Date

This policy becomes effective on July 1, 2007 for spring term of the 2007-2008 academic year.

### **Policy Rationale:**

Following a review of course repeat policies at all MnSCU institutions, 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 MSU 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 MSU students attempting to take these courses for the first time, as well as transfer students, who need these courses upon transferring to MSU, are hampered in their ability to register for these courses. For these reasons, a revision of the course repeat policy at MSU is deemed desirable.

