

SPECIAL REPORT
of the
ACADEMIC MATTERS COUNCIL
concerning
POLICY ON REPEAT COURSES

Presented at the
511th Regular Meeting of the Faculty Senate
May 11, 1995

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1994-95

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**SPECIAL REPORT TO THE FACULTY SENATE
ON COURSE REPEAT POLICY**

In March of 1993, the Faculty Senate endorsed the following policy (Sen. Doc. No. 93-036) proposed by Provost Glen Gordon:

A student may repeat up to five courses for which he or she has received a grade of CD, D, or F, in order to improve his or her mastery of the subject, but may receive credit only once. All grades received remain on the student's record; however, only the last grade received in the course is included in the computation of the cumulative grade point average. A student may not enroll in a course more than twice without the approval of his or her academic advisor or undergraduate dean. A student's undergraduate dean may approve the replacement of an original course with a different course, as long as the new course fulfills the same academic requirement as the first course (e.g., an undergraduate advisor may authorize a student to take MATH 127 instead of MATH 131). The substitution of courses under the repeat option is determined by the course which is most appropriate for the student's current academic program, and would likely be used where a student is changing major or college (e.g., substituting MATH 127 for MATH 131 when the student changes from the College of Engineering to the School of Management).

In the discussion of the Provost's Report of this recommendation, and in the recorded discussion on the floor of the Senate prior to its endorsement, one possibility was not considered. Because the focus of the policy is on allowing students to improve, it does not address the effect on a student's record if a student fails a course which he or she has previously passed with a CD or D. In the implementation of the policy, this question has arisen, as has the question of how students should declare their intent to substitute the grade under this policy. An ambiguity now exists in the mind of many students and advisors on the distinction between courses repeated for grade substitution, and other courses repeated under the University's long-standing policy of counting both attempts in the calculation of the grade point average.

Some parties believe that a student who has previously passed a course should under no circumstances lose the credit for that course. Others believe that students should not retain credit for a course they have subsequently demonstrated themselves unable to pass. This matter has been discussed by the Academic Matters Council, the Committee on Admissions and Records, the Undergraduate Deans Council established by the Provost, and the informal undergraduate deans advisory group. There is consensus that a student should lose credit if he or she has been put on notice that there is such a risk if the second attempt at the course results in failure. However, there is currently no authority for the University to remove credit which has been legitimately earned, nor is there adequate procedure in place to put students on sufficient notice. The AMC, in consultation with these groups, believes that the policy recommended in this report better reflects the intent of the policy recommended by the Provost, and the will of the Senate in accepting that policy.

The AMC recommends the policy concerning repeated courses described on the attached page.

**MOVED: That the Faculty Senate endorse the policy on repeating courses recommended by the
38-95 Academic Matters Council and described in Sen. Doc. No. 95-039.**

Policy on Repeat Courses

Students may repeat courses in which they have earned grades of CD, D or F. The grade substitution option (see number 1, below) may be applied to five such courses.

- (1) Grade Substitution Option: The second enrollment in a course may be substituted for the first enrollment in the cumulative grade point average if the student declares his or her intent to do so prior to the end of the add/drop period of the semester in which he or she is repeating the course. This option may be exercised up to a maximum of five repeated courses. The approval of a student's academic advisor or undergraduate dean is needed to repeat any course more than once under this option. If a student withdraws from the second enrollment, the declaration to substitute the grade is nullified.**
 - (a) When this option is declared, the credits attempted and grade earned in the repeated enrollment will be used for determination of credit earned toward satisfaction of graduation requirements and in the calculation of the cumulative grade point average. Note: If a student originally passes a course with a grade of CD or D, and fails the course on a repeated enrollment after exercising this substitution option, the student will lose the credit previously earned toward graduation requirements (including degree credit, and satisfaction of General Education, college, or major requirements).**
 - (b) The grade earned in the first enrollment will remain noted on the student's transcript, as will the original notations regarding a student's academic status, but will not affect the student's cumulative grade point average.**
 - (c) A student's undergraduate dean may approve the replacement of an original course with a different course, as long as the new course fulfills the same academic requirement as the first course and the replacement is appropriate because the student has significantly changed his or her course of study.**
 - (d) The procedure by which students must declare their intent to exercise the grade substitution option is established by the Registrar as part of the pre-registration and add/drop procedures communicated to students each semester by the Registrar's Office.**

This substitution option became effective in Fall 1993, and cannot be retroactively applied to courses repeated prior to that semester.

- (2) Except for courses which the student repeats under the grade substitution option described above, the credits attempted and grades earned in both enrollments of a repeated course will be included in the computation of the student's semester and cumulative grade point averages. Degree credit will be awarded only once.**
- (3) A course in which a student earns a grade of C or higher may not be repeated for either credits or a grade. In unusual circumstances, students who re-enter after an extended period may, with the approval of an undergraduate dean, repeat courses originally graded C or better and receive a grade but no further graduation credit.**