

Minnesota State University, Mankato
University Policy

Policy Name: Undergraduate Course Repeat	Effective Date of Last Review: <u>August 1, 2020</u> <u>August 1, 2026</u>
Custodian of Policy: Vice President for Academic Affairs	Date of Last Review: <u>September 2019</u> <u>September 2025</u>
Date of Adoption: 2002	Date of Next Review: <u>September 2026</u> <u>September 2023</u>

POLICY

A course repeat occurs when a student retakes a Minnesota State University, Mankato course, or an equivalent transfer course, for which they have already received a grade of A, B, C, D (including shaded grades), P, F, NC, or W. A student may repeat any one course no more than two (2) times. Under exceptional circumstances, students may submit a formal written appeal to repeat a course for a third attempt the course a fourth time. No further attempts are permitted.

Students may repeat any course in an effort to improve grades. All repeated courses will appear on the student's academic transcript and will count as attempted credits in calculations of credit completion rate and total credits attempted.

For each repeated course, the highest grade earned will be the only grade included in GPA calculations. When a student withdraws from a repeated course and receives a grade of W, the last letter grade (A, B, C, D, F, P, NC) will be used in GPA calculations.

Individual departments and major programs may limit the number of course repeats that apply to their major or minor. Individual departments and major programs also may determine whether all course attempts and grades received will be used in the GPA computation for program admission or for completion of the major.

Courses which are designed to be repeated (e.g. Independent Study, Special Topics, Music Recital, etc.) are exempt from this policy.

PROCEDURE

The Registration and Academic Records Registrar's Office processes course repeats at the end of each semester before reports of satisfactory academic progress (SAP) are run.

It is recommended that students repeating courses involving transfer credits file a "Notice of Repeated Course" form with the Registration and Academic Records Registrar's Office upon completion of the repeated course to confirm the change to the transcript. This includes students who originally completed a course at another school and are repeating the equivalent course at Minnesota State Mankato.

Appeals for a Third Course Repeat

The current registration system will not allow students to register for a course after three course attempts, regardless of grade earned (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 is housed on the Registration and Academic Records's website. (At the time of this policy's approval, the URL is <http://www.mnsu.edu/registrar/forms/rep.>) [Note: will need to update form when any changes become effective]

Students who wish to repeat any course beyond the two-repeat limit attempt a course for a fourth time must meet with their college advising office. An advisor will assist the student in understanding the consequences of a repeat of this nature and confirm the student's eligibility to pursue the appeal.

If the student decides to continue with the appeal, they must seek permission send an appeal form from to the chair of the department that offers the course. after initially meeting with their academic advisor. The advisor will assist the student in understanding the consequences of a repeat of this nature and confirm the student's eligibility to pursue the appeal.

Next, these students will file a formal written appeal with the department chair, requesting an exception using the form referenced above provided by the Office of the Registrar. Appeal forms must be submitted at least 21 calendar days before the first day of the term in which the student wishes to repeat the course. An The appeal must include the following:

1. the student's transcript;
2. an explanation and justification for the exception; and

3. a supporting statement from the chair of the department that offers the course (to be attached to the form upon approval).

The appeal form should be submitted to the Associate Vice President for Undergraduate Education. Appeal forms must be submitted at least seven calendar days before the first day of the term in which the student wishes to repeat the course.

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The appeal form should then be routed to the Financial Aid office for review. Financial Aid will communicate with the student if there are any concerns regarding how this choice might affect the student's current or future financial aid eligibility.

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Once the review is complete, the appeal form should then be routed to Registration and Academic Records.

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Registration and Academic Records will conduct a final audit to confirm the eligibility of the course and the student's qualifications for the successful appeal. Upon confirmation, Registration and Academic Records will notify the student that the appeal has received final approval for processing.

Once # the appeal is approved, the student will need to register for the course and pay all applicable university charges.

RATIONALE

The course repeat policy permits students to retake any course in an attempt to earn a higher grade. This policy is based on the report of the 2005-06 MinnState system Satisfactory Academic Progress Study Group, which believed that allowing students to repeat courses can have a significant positive impact on student retention and eventual graduation.

However, the number of repeats for any individual course are limited because unlimited repeats are not in the best interest of the student or the institution. Federal financial aid regulations require that all courses' attempts are included in the cumulative count of aid-eligible credits, so students may use a significant amount of financial aid eligibility on credits from course attempts that do not count toward graduation, even if institutional policy allows them to be excluded from calculations for institutional academic progress purposes. Overuse of the course repeat process may lower the student's cumulative credit completion rate and result in academic warning, probation, or suspension. 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. Finally, there is concern about stewardship of state resources when taxpayers are asked to continue paying for a course that a student has attempted previously.

Policy:		
Formal Review Process	Date Submitted	Date Reviewed
<input checked="" type="checkbox"/> Vice President's Recommendation		Date
<input checked="" type="checkbox"/> President's Approval		Date

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Undergraduate Course Repeat Procedure Review Process

- Policy Consultation Committee Review [add date]
- Informal Review [add date]
- Formal Review [add date]

Vice President's Recommendation

Signature and Date

President's Approval

Signature and Date