



Policy Name: Undergraduate Course Repeat

Custodian of Procedure: Provost and Vice President for Academic Affairs

Date of Adoption: 2002

Date of Next Review: September 2032

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. Audited courses are not considered an attempt.

Students may repeat any course in an effort to improve grades. However, a student may repeat any one course no more than two times for a total of three attempts. 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.

Under exceptional circumstances, students may submit a formal written appeal to attempt the course a fourth time. No further attempts are permitted. A fourth attempt may be approved when the student demonstrates at least one of the following:

- Documented extenuating circumstances that have been resolved or substantially mitigated. Extenuating circumstances include significant medical, mental health, family, military, legal, or employment circumstances adversely affected prior attempts.

- Demonstrated academic success in subsequent courses, improved performance in related coursework, or other evidence that indicates a reasonable probability of passing the course.
- The course is required for the student's declared major, minor, licensure pathway, or graduation requirements and no reasonable alternative course or program pathway exists.
- A specific plan that identifies actions to improve performance (e.g., reduced course load, scheduled tutoring or advising meetings, disability accommodations).

A fourth attempt normally will not be approved when:

- No documentation of extenuating circumstances exist.
- The factors contributing to prior unsuccessful attempts remain unchanged.
- The course is not required for the student's degree program.
- One or more prior unsuccessful attempts results from academic dishonesty or misconduct.

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.

History of Revisions:

Effective Date of Last Review: January 1, 2027

Date of Last Review: September 2025

Revisions Made:

Enter revisions here.

References:

Vice President's Recommendation

President's Approval