



Procedure Name: Undergraduate Course Repeat

Custodian of Procedure: Provost and Vice President for Academic Affairs

Date of Adoption: 2002

Date of Next Review: September 2032

PROCEDURE

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

Students repeating courses involving transfer credits should file an Undergraduate Course Repeat form with the Registration and Academic Records 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 Fourth Attempt

The current registration system will not allow students to register for a course after three course attempts, regardless of grade earned.

Students who wish to 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, review alternative options, and confirm the student's eligibility to pursue the appeal.

The student must then meet with a representative of Financial Aid to determine potential consequences of the fourth attempt on the student's current or future financial aid eligibility.

If the student decides to continue with the appeal, they must submit an appeal to the chair of the department that offers the course. The department chair (or their designee) will evaluate the likelihood of the student's success in the fourth attempt in the course.

If the department chair approves the fourth attempt at the course, they will notify Registration and Academic Records (registration@mnsu.edu) and the Office of the Provost (provost@mnsu.edu).

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.

History of Revisions:

Effective Date of Last Review: January 1, 2027

Date of Last Review: September 2025

Revisions Made:

Enter revisions here.

Vice President's Recommendation

President's Approval