



## ACADEMIC AFFAIRS POLICY

---

**Number, Title:** AA-106 - Course Repeat Policy

**Effective Date:** August 30, 2021

**Strategic Plan:** SP 1.1 and 1.2

**HLC:** Criterion 2A, 2B, and 3D

**Consultations:** Registrar, Director of Financial Aid, Assistant Vice President of Enrollment Management, Assistant Vice President of U.S. Centers, Policy Committee Member, Vice President for Academic and Student Affairs

New

Revision Change\*

\*Anything that is a revision must include the original policy.

---

### PURPOSE

To define the means for students to demonstrate academic improvement by retaking a course.

### DEFINITIONS

- ❖ Repeat: When a student retakes a course.

### POLICY

Undergraduate and graduate students may repeat a course to earn a higher grade.

### PROCEDURES

Only the highest grade earned will be used in calculating the grade point average. Courses in which grades of an "A" are earned may not be repeated under any circumstances. Students are allowed to repeat a course only once without exceptions noted below, for a total of two attempts. Registrations that result in NA, W, or AW grades, do not contribute to total attempts.

Exceptions are made for courses designated to be taken multiple times, such as research credits, special projects, special topics, social work training certificate courses, and internships.

An exception may also be granted for students requesting to repeat a course for a second time (third registration) by the Dean of the School and/or designee, in which the course resides.

Further exceptions may be possible for extenuating circumstances, at the discretion of the Dean of the School, in which the course resides.

A student's academic eligibility to repeat a course does not ensure that the credits associated with the repeated course will count toward the student's financial aid eligibility. Students receiving federal financial aid should remember that failed coursework is calculated in the overall Satisfactory Academic Progress (SAP) review, and a student is required to meet SAP standards to remain eligible for financial aid. For financial purposes, a student may receive

federal financial aid (Title IV funds) for a repeated course only once, if the course was previously passed (credit has been received).

**RELATED DOCUMENTS, FORMS, AND POLICIES**


None

**For Office of Academic Affairs Only**

***Revision History***

<b>Revision Number:</b>	<b>Revision Date:</b>	<b>Revision Change</b>
AA-106.2	May 2021	Not noted.

**Vice President for Academic and Student Affairs Approval:**

<b>Signature:</b>	<b>Name:</b>	<b>Date:</b>
	Douglas L. Binsfeld	07.15.21
	<b>Sent to UPC on:</b>	