

Proposed Addition to Undergraduate Catalog

Course Repeat Policy

The Course Repeat and Withdrawal Policy establish the conditions under which students may re-enroll in courses to improve academic performance or meet degree requirements. While students are permitted one repeat of any individual course, subsequent attempts are subject to additional review and approval processes designed to promote student success. This policy outlines the limits on course repetitions, the requirements for third and additional attempts, exceptions for courses designated as repeatable for credit, and the notation of all attempts on the official transcript. A course attempt includes an enrollment which results in a letter grade, a grade exclusion, or a withdrawal.

1. Students may repeat any individual course one time, for a maximum of two enrollments in the same course.
2. Students seeking to register for a third attempt must first complete an approved student success consultation to review academic strategies, available support services, and degree planning. Approval for registration will be contingent upon completion of this consultation.
3. Enrollment in a fourth or subsequent attempt of the same course requires submission of a formal petition to the Academic Standards Committee. Petitions must include documentation of prior attempts, evidence of engagement with academic support resources, and a detailed plan for academic success. Approval is at the discretion of the Committee.
4. Courses officially listed as repeatable for credit (such as special topics) are not subject to this policy.
5. All course attempts will appear on the student's official transcript. If applicable, all course attempts will count toward their grade point average.