

# POLICY ON REPEATING CLASSES

## Proposed 4/30/2010

### Introduction

Executive Order No. 1037 specifies system-wide policies "designed to facilitate a student's graduation through changes in policies in course withdrawals and course repeats" (Memo from Chancellor Reed 9/8/08).

Undergraduate students may repeat courses for variety of reasons. First, some academic programs require that they achieve a minimum grade of a C in pre-requisite or required courses. Students who do not achieve the minimum grade may need to repeat these courses to complete the requirements of their major. Second, students must maintain a GPA of 2.0 to remain in good academic standing with the university. Students repeat classes when they are on academic probation or academically disqualified in order to regain good academic standing. Lastly, a student in good standing may repeat a course in which a grade lower than a C was earned in order to be competitive for admission to graduate level study.

Undergraduate students should carefully discern whether it is in their best interest to repeat a course in the above circumstances. Students who encounter academic difficulties that lead to taking more than one course a second time should identify the reasons for their difficulties and take steps to address these reasons. Mandated academic advising is an opportunity for students to obtain assistance in the process of deciding whether they should work to develop academic skills, change their majors, adjust external demands on their time so as to have more time for their school work, and/or reduce the number of courses they take during a given semester.

### Criteria for Eligibility to Repeat a Course

#### Undergraduate Students

Executive Order No. 1037 states, "Undergraduate students may repeat courses only if they earned grades lower than C." In other words, an undergraduate student may repeat a course if the student's grade was a D, F, IC, or WU.

This policy excludes repeatable courses until the maximum units allowed for the courses are completed. See University Catalog for identification of repeatable courses.

Undergraduate students may register for courses a second time if they earned a grade of D, F, IC, or WU during the first attempt and they have not exceeded 28 units of repeated coursework.

Undergraduate students may not register to take a course more than two times until they complete the required paperwork, meet with the major advisor, obtain verification of all of the following conditions, and submit the verification to the major department chair for approval:

- a) they have not exceeded 28 units of repeated coursework,
- b) they received a grade of D, F, IC or WU upon the second attempt of the course,

- c) the course to be repeated is a program requirement,
- d) the program they are pursuing requires a grade of C or higher in the course to fulfill a program requirement, and
- e) there are no other courses in the catalog that can be used to fulfill the program requirement.

The chair will not grant this approval unless all of these conditions are met.

If the request is approved, the student submits the required paperwork to the Admissions and Records office.

### **Postbaccalaureate Students**

Post baccalaureate students pursuing:

1. A second baccalaureate degree
2. A second undergraduate major,
3. A teaching credential, or
4. Who have no specific objective,

may repeat undergraduate courses in accordance with the requirements of this policy for undergraduates, if both attempts occur after the student attains post baccalaureate standing.

Students pursuing graduate degrees are not eligible to repeat undergraduate level courses for any reason.

### **Repeating Courses for Grade Substitution and Grade Averaging**

Executive Order No. 1037 states that a student may repeat a total of 28 units, 16 units of which may be used for grade substitution and 12 units of which may be used for grade averaging.<sup>1</sup>

Grade substitutions and grade averaging are applied to the student's academic transcript according to the order in which courses are completed.<sup>2</sup>

#### **Grade Substitution**

A student can use up to a maximum of 16 units for grade substitution.

A grade substitution may be made only once for each course and only a higher grade or the same grade may be substituted for the original attempt. For the 16 units of grade substitution, the registrar will record the grade substitution without action by the student.<sup>3</sup> If the student receives a lower grade than the original attempt, the units attempted and grade points from both attempts will be used to compute the grade point average. In all cases, work will remain legible on the academic transcript ensuring a true and complete history.

Grade substitution is not allowed when the original grade was assigned based on academic dishonesty.

#### **Grade Averaging**

A student can use up to a maximum of 12 units for grade averaging.

Grade averaging is used when the student has not reached the 12 unit maximum and the repeat of a course does not qualify for grade substitution.

The student's GPA will automatically be calculated by the registrar without action by the student.<sup>3</sup> The units attempted and grade points for both attempts will be used to compute the grade point average. In all cases, work will remain legible on the academic transcript ensuring a true and complete history.

### Repetition of Courses Taken at Other Universities

A course taken at California State University, Fresno may not be repeated at another institution for grade substitution. However a course completed at another institution may be repeated by enrolling in a regular California State University, Fresno course determined by the Evaluation Office to be essentially equivalent. In the case of a course taken and repeated at another institution, the policy of the institution where the course was originally taken shall be followed. If it is not possible to determine that policy, there will be no grade substitution or averaging for the course taken at another university.

Approved by Academic Senate December 1992

Approved by the President February 1993

Amended May 2000

Revised April 2010

\*Implementation June 1, 1993.

233-1

- 1 Courses repeated prior to fall 2009 will not count toward the total of 28 units of repeat credit as described under Executive Order 1037.
- 2 The 16 units of grade substitution does not necessarily have to be used before grade averaging is applied.
- 3 Grade substitution and grade averaging are applied to a student's academic transcript in accordance with the order specified in this policy. Thus, students do not have the option to specify whether individual courses are repeated for grade substitution or grade averaging.

To: Michael Caldwell, Ph.D.  
Chair, Academic Senate

From: Christine Edmondson, Ph.D.  
Chair, Student Affairs Subcommittee of the Academic Senate

Date: April 30, 2009

Re: APM 233 – Policy Repeating Courses

The Student Affairs Committee began deliberations about changes to APM 233 (Policy on Repeating Courses) during the spring 2008 semester after learning that there would soon be revisions to the California State University System policy on dropping and adding courses, grading, course repetitions. After Executive Order 1037 (EO 1037) was approved by the Chancellor's office, we agreed to make revisions to both APM 231 (Policy on Adding and Dropping Classes) and APM 233 and present them to the Academic Senate for review and approval. We decided to revise APM 231 first because of its implications for the revision of APM 233. The revision of APM 231 was approved by the academic senate on October 7, 2009. Since that time, our committee's focus has been on revising APM 233. This Memo summarizes information and principles relevant to the revision of the policy and our consultative process.

### **Implications for Campus Policy on Adding and Dropping Courses Necessitated by Executive Order 1037**

1. EO 1037 sets a limit of 28 units for the repetition of courses.
2. EO 1037 specified that students may repeat only 16 of those 28 units for grade substitution and 12 of those units for grade averaging.
3. EO 1037 allows a student to repeat a course only when a grade lower than a C was assigned for the previous attempt.

### **Revisions to APM 233**

1. The order in which grade substitution and averaging are applied to repeated coursework is now determined by the Office of the Registrar rather than by student request.
2. Students will be blocked at the time of registration from repeating a course for a third time. Exceptions noted in #3 below.
3. In addition to those specified by EO 1037, specific criteria for attempting a course for a third time are:
  - a. the course to be repeated is a program requirement, and
  - b. the program the student is pursuing requires a grade of C or higher in the course to fulfill a program requirement, and
  - c. there are no other courses in the catalog that can be used to fulfill the program requirement.
4. Department Chair approval is needed to attempt a course a third time.

### **Points of Deliberation**

1. **Limits** facilitate students' effective responses to academic difficulties. These limits should not create an undue burden on faculty and student affairs staff, who support students in responding to academic difficulties. These limits also should be flexible so as not to create an undue burden on students' options to overcome academic difficulties. Students' effective responses to academic difficulties not only facilitate progress toward graduation, but also, benefit them in their professional and personal lives after graduation.
2. **Academic advising** is of the utmost importance when students wish to attempt a course more than two times. Advising after students are unsuccessful in their coursework should encourage students to discuss the implications of repeating the courses for students' progress toward completion of their degree and to identify academic and personal reasons that affected the lack of success during the first two attempts.
3. **Policy changes** should seek to facilitate procedures in the Office of The Registrar and in Evaluations Office and avoid creating an undue burden on staff.
4. **Technology** should facilitate procedures in the Office of the Registrar and Evaluations Office, student awareness of the seriousness of their academic difficulties, and academic advising.

### **Consultation Process**

1. The **Academic Policy and Planning Committee** deliberated about the policy prior to our deliberations. We communicated with Dennis Nef about their deliberations.
2. Dennis Nef, **Dean of Undergraduate Studies**, provided us with a copy of the policy from San Jose State and institutional data from Fresno State on the number of students who repeat courses, how many of these students attempt a course more than two times, and the classes that students are most likely to repeat more than two times.
3. The Chair of the Student Affairs Committee attended a meeting of **Student Affairs Academic Advising Staff** in Spring 2009 to discuss policy changes necessitated by Executive Order 1037.
4. The Chair of the Student Affairs Committee consulted with the **Admissions, Records, and Evaluations Office** in Spring 2009 about past policy implementation and the potential for the new policy to improve efficiencies in their departments while facilitating students' progress toward graduation.
5. The Committee had on-going consultation during Academic Year 2009/2010 with Tina Beddall, **Registrar**, and Beverly Kirkland, **Coordinator of Evaluations**, about policy revision and use of student management systems to implement the policy.

## POLICY ON REPEATING CLASSES\*

An undergraduate student may repeat a course in which a grade of D, F, U, or I was received.

(Graduate/post-baccalaureate students are not eligible for this Policy even though the class is an undergraduate course.) All units attempted will be used to determine the student's grade point average and graduation eligibility unless the student repeats the course and requests the new grade be substituted for the original grade. A substitution may be made only once for each course. To substitute a grade by repetition the student must file a petition with the registrar before the end of the semester during which the course is being repeated.

If the student receives the same grade or a higher grade than was received for a previous attempt, the units attempted, units completed (if any) and grade points for the previous attempt will not be used to compute grade point averages for graduation requirements. If the student receives a lower grade no deletions will be made. In all cases, work will remain legible on the record ensuring a true and complete history.

A course taken at California State University, Fresno may not be repeated at another institution for grade substitution. However a course completed at another institution may be repeated by enrolling in a regular California State University, Fresno course determined by the Evaluation Office to be essentially equivalent. In the case of a course taken and repeated at another college, the policy of the college where the course was originally taken shall be followed. If it is not possible to determine that policy, the California State University, Fresno policy will be followed.

Although not recommended, a student may repeat a course in which a grade of C or higher grade is earned. Such repetition is recorded on the transcript but is not used to compute unit or grade-point totals.

Approved by Academic Senate	December 1992
Approved by the President	February 1993
Amended	May 2000

\*Implementation June 1, 1993.