Admissions & Academic Policy Committee
Proposal

Proposed Change: The changes in the Repeat Policy will (a) require students to file a repeat option prior to taking the course; (b) specifies what happens if a student withdraws from a course being repeated; (c) clarifies that only the last grade counts in GPA; (d) makes clear that a course grade from NKU cannot be replaced with a grade from another institution; (e) prohibits substitution of a course failed at NKU with a proficiency exam and (f) clarifies application to independent study and similar courses where content varies significantly each time the student enrolls.

Submitted: October 27, 2010
Submitted by: Carole Beere, chair of Catalog Committee

Rationale: The changes will define when a student must file a repeat option, spell out the conditions under which a report option may be utilized and explain what happens if a student withdraws. The changes will prevent students from taking a course and not deciding whether to file a repeat option until the second grade is determined. They also will prevent students from replacing grades at NKU with grades or test scores from other institutions.

CURRENT POLICY: NKU Undergraduate Catalog 2010-11 (pp. 39-40)

Repeating/Retaking a Course


2. Students are permitted four options to repeat a course for grade replacement across their undergraduate career. It is permissible to repeat a required course a second time, i.e., a major/minor or general education requirement, exercising one of the student's four options. In any event, the last grade prevails and the original grade is removed from the GPA computation.

3. The student must petition his/her dean, in writing, for any exceptions to the repeat policy. Students must petition for an exception to the four options policy before retaking courses.

4. If the four repeat options have been exercised, and a student is required to retake a course in which a D or F was received to proceed with her/his academic program, both entries will remain on the permanent record. Both grades will be calculated into the GPA and for fulfilling major requirements, if applicable. However, if the course is passed both times, only the initial passing grade is used to satisfy institutional semester hour requirements for a degree. The student can petition his/her dean for more repeats.
5. The repeat option may not be invoked for any course previously passed on the student’s academic record at the time any degree was awarded by NKU. Similarly, if transfer work was included as part of the hours used for an AAS degree and D and F grades were included on the record, the transfer work may not be reevaluated to eliminate these grades in the computation of the GPA even if the student declares a new catalog.

6. Discontinued courses may not be repeated unless a new course covering the same content has been created to replace the discontinued course. Verification from the department chair is required before such a substitution may be allowed. Under no circumstances may one course of different content substitute for another under the repeat policy.

**PROPOSED POLICY: Repeating/Retaiking A Course**

The provisions of this policy apply when a student is retaking a course with the intention of improving the grade on the student’s transcript. The policy does not apply when a student repeats an independent study, directed research, special topics or similar course in which the course content is significantly different each time the student enrolls.

1. Students are permitted four options to repeat a course for grade replacement across their undergraduate career.
   
   a. It is permissible to repeat an elective or required course, i.e., a major/minor or general education requirement or a course taken for general interest, exercising one of the student’s four options.
   
   b. A student may not repeat the same course more than three times (original attempt plus two repeats) without special permission from the dean of the college offering the course.
   
   c. If a student officially withdraws from a course taken under the repeat option, that course does not count toward the limit of four options to repeat a course.

2. When a course is repeated, the last grade -- not necessarily the best grade -- prevails. The original grade remains on the transcript but is removed from the GPA computation.

3. If the four repeat options have been exercised, and a student is required to retake a course in which a D or F was received to proceed with her/his academic program, both grades will remain on the permanent record. Both grades will be calculated into the GPA and for fulfilling major requirements, if applicable. However, if the course is passed both times, only the initial passing grade is used to satisfy institutional semester hour requirements for a degree.
4. The repeat option may not be used in certain circumstances, specifically:

   a. The repeat option may not be used to replace a letter grade of A through E with a P/F grade.

   b. Because NKU transfers in credits but not grades, repeating an NKU course at another college or university will not impact the grade earned at NKU or the student's GPA. However, a student who fails an NKU course – or fails to perform at the level required to progress in a program – may retake it elsewhere and if performance is satisfactory and the course otherwise qualifies for transfer to NKU, the student may use it to satisfy an NKU requirement.

   c. The repeat option may not be invoked for any course previously passed on the student’s academic record at the time any degree was awarded by NKU. Similarly, if transfer work was included as part of the hours used for an AAS degree and D and F grades were included on the record, the transfer work may not be reevaluated to eliminate these grades in the computation of the GPA even if the student declares a new catalog.

   d. Discontinued courses may not be repeated unless a new course covering the same content has been created to replace the discontinued course. Verification from the department chair is required before such a substitution may be allowed. Under no circumstances may one course of different content substitute for another under the repeat policy.

5. Policy exceptions:

   a. For exceptions to the limitation on three attempts of a single course, the student must have the permission of the dean of the college offering the course. Students must have this permission before enrolling again for the course.

   b. For exceptions to other provisions of this policy, the student must petition his/her dean, in writing. The student must have the permission before enrolling in a repeated course that requires a policy exception.

**Implementation Recommendation:** To go into effect Fall 2011.
Admissions and Academic Policies Committee
Approval Documentation

Policy (Attached):  Course Repeat. The changes will define when a student must file a repeat option, spell out the conditions under which a repeat option may be utilized and explain what happens if a student withdraws. The changes will prevent students from taking a course and not deciding whether to file a repeat option until the second grade is determined. They also will prevent students from replacing grades at NKU with grades or test scores from other institutions.

Date of Committee Approval:  December 14, 2010

Approvals:

Committee Chair  J. Patrick Moynahan  Date: 2/7/11

Vice President  Date: 4/11/11
Student Affairs  Zebulun Davenport

Provost  Gail Wells  Date: 4/18/11

Implementation Responsibility:  Registrar

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