

MEMORANDUM

DATE: September 21, 2009

TO: Deans, Directors, Department Heads, and Advisors

FROM: George Gehrels, Chair, Undergraduate Council (UGC)
Celeste F. Pardee, Curriculum Associate, Academic Affairs

RE: **Course Repeat Policy Revision**

Course repeats will be limited to two (2) attempts, effective with registration for Spring 2010. This policy change was initiated by Undergraduate Council in Spring 2008, approved by the Graduate Council in Fall 2008, and approved by the Faculty Senate in May 2009. The revised policy applies to all undergraduate and graduate students, regardless of catalog year.

Revised Course Repeat Policy (<http://catalog.arizona.edu/2009-10/policies/gro.htm>):

*An undergraduate or graduate student may attempt the same course at the University no more than **twice**, whether the student completes the course with a passing or failing grade (i.e., C, D, E, S, P, F, I) or whether the student audits, withdraws or is administratively dropped from the course (i.e., O, W, E, WO, XO). Thus, a student who drops a course any time after the first [withdrawal deadline](#) (e.g., beginning of the fifth week of the semester) has had one attempt with that course. Repeating a course with the Grade Replacement Opportunity ([GRO](#)) counts as an additional attempt.*

Excluded from the count of attempts is a [complete withdrawal](#) from the University (i.e., WP, WF), a course cancellation by the department offering the course, and courses that are designated as repeatable for [credit](#).

*Original grades of A or B may **not** be repeated, except as specifically provided by departments on a course-by-course basis. When a completed course with a passing or failing grade is repeated without use of the GRO, the cumulative [grade-point-average \(GPA\)](#) will reflect the grades earned in the first and second attempts. Credit will be applied only once to the degree program, unless the course is designated repeatable for credit by the department.*

Justification:

In Fall 2007 the Undergraduate Council asked the Faculty Advisory Committee on the Accessibility of Majors, Minors and Courses to address the issue of limited seat availability in high-demand courses that is created by course repeaters and course shoppers. Limiting course repeats was one of the Committee's recommendations. Data on course repeats and withdrawals confirmed the magnitude of the issue. Repeaters and shoppers who enroll in a course but drop after the term begins are taking seats that other students need to make progress toward graduation. Shoppers register for more courses than they intend to complete and drop the courses they don't want during the first weeks of the semester. Repeaters enroll in the same course two or more times in an effort to earn a passing grade or a minimum grade that meets a pre-major or advanced standing requirement. With a limit of two attempts, students will have an incentive to successfully complete the course the first or second time, to reduce shopping behavior, and to be more discriminating during the registration period. This policy revision should increase accessibility to high-demand courses because some students will be forestalled from temporarily occupying seats in classes they don't plan to complete or repeatedly filling seats in the same course.

Management of the Policy:

- Students will be informed about the revised course repeat policy through a notice in Student Link and an e-mail from the Registrar's Office.
- For Spring and Fall 2010, instructors and departments are encouraged to enforce the policy to the extent that their resources permit—by monitoring course enrollment and dropping students who have previously taken the course twice.
- Future enforcement of this policy through the PeopleSoft student information system/registration system—to recognize two previous attempts of the same course in which the student has earned a letter grade (i.e., C, D, E, S, P, F, I, O, W, WO, XO) and prevent the student from enrolling in the course a third time—is uncertain at present. The Mosaic Team is collaborating with the Registrar's Office on options for systems support.
- Exceptions to the Policy: Students may petition the department offering the course for a third attempt, but such a petition should only be approved under exceptional circumstances and then only if a seat is available on the first day of class.
- Courses for which a student earned an A or B should not be repeated at all.

Questions about the revised Course Repeat Policy may be addressed to Celeste Pardee, Curriculum Associate, at 621-5375, or at cpardee@u.arizona.edu.