

# UNIVERSITY OF WISCONSIN – SUPERIOR

Policy Subject: **Repeated Coursework (number AP1206)**  
Cabinet Division: **Registrar's Office (Enrollment Management)**  
Date Revised: 4/17/12 (approved by Faculty Senate); 5/2/12 (approved by the Chancellor)

## I. Background and Purpose

- 1.1 Per the new Higher Education Integrity law, students are allowed to repeat a previously passed course one time and receive financial aid for both attempts.
- 1.2 Presently we indicate students should complete a Course Repeat form to repeat a course. However, not every student does this. Additionally PeopleSoft (PS) is set to only give the student a warning message when they enroll in a repeated course.

## II. Constraints

- 2.1 This policy prevents students from registering for a course for a third time and receiving financial aid (for the course enrolled in for the third time).

## III. Definitions

- 3.1 Repeated course is a course of the same subject and number, or a different course declared as an equivalent by the faculty who taught the repeated course.

## IV. Policy Statements

- 4.1 Students are allowed to repeat a course previously passed only one time. This means a student can enroll two times maximum for any course. Exceptions to this are:
  - Repeated courses required for major/minor.
  - Repeated course numbers, but different course titles (special topics courses)
  - Repeatable courses as noted in course description
- 4.2 Each time a student attempts to enroll in a previously passed course, s/he will receive a message indicating past enrollment in the course. Students will earn credit only one time for repeated courses, (exceptions listed above). The Registrar's Office will email students notice if they are enrolled in a previously passed course; however, it is the student's obligation to drop the course.
- 4.3 By repeating courses students may raise their grade point averages. The grade of record is the grade earned the last time a course is attempted. Repeating a course will not remove the initial grade from the transcript; however, it will change the cumulative GPA.
- 4.4 Students who believe they have a valid reason to repeat a previously passed course more than one time are required to submit a petition form requesting to do so.
- 4.5 There is no limit on the number of times students can repeat failed courses.

## V. Policy Procedures

- 5.1 Students complete a repeat course form during the term in which they enroll in the course for the second time.
- 5.2 Registrar's Office reviews each student's record at the end of each term, prior to processing academic standing, to ensure the repeated course is correctly listed on the student's official transcript (and that the first attempt of the course is no longer calculating into the student's cumulative GPA).

## VI. Compliance

- 6.1 Approved by UAAC (3/13/12), Faculty Senate (4/17/12) and Chancellor Wachter (5/2/12)
- 6.2 Student's UW-Superior cumulative GPA will change when repeated courses attach to official transcripts.
- 6.3 Faculty, Department Chairs and Enrollment Management staff are aware of this policy change.

## VII. Attachments

- 7.1 None