



ACADEMIC AFFAIRS POLICY

NUMBER, TITLE: AA-106.5, COURSE REPEAT

Covered Individuals: Faculty, Students, Financial Aid, and Enrollment Management

Covered Locations: All

Effective Date: 2/9/2022

Strategic Plan: SP 1.1 and 1.2

HLC: Criterion 2A, 2B, and 3D

Consultations: CAO; Registrar; Executive Director, FS; Director, MVA; Faculty (Academic Affairs Committee)

POLICY STATEMENT

Undergraduate and graduate students may repeat a course to earn a higher grade.

PURPOSE

To define the means for students to demonstrate academic improvement by retaking a course.

DEFINITIONS

Repeat: When a student retakes a course.

POLICY IMPLEMENTATION

Only the highest grade earned will be used in calculating the grade point average. Courses in which grades of an "A" are earned may not be repeated under any circumstances. Students are allowed to repeat a course only once, without exceptions noted below, for a total of two attempts. Registrations that result in NA, W, or AW grades do not contribute to total attempts. The Course Repeat Form must be completed by the student.

Exceptions are made for courses designated to be taken multiple times, such as research credits, special projects, special topics, social work training certificate courses, and internships.

An exception may also be granted for students requesting to repeat a course for a second time (third registration) by the Chief Academic Officer (CAO) and/or designee in which the course resides.

Further exceptions may be possible for extenuating circumstances at the discretion of the

A student's academic eligibility to repeat a course does not ensure that the credits associated with the repeated course will count toward the student's financial aid eligibility. Students receiving federal financial aid should remember that failed coursework is calculated in the overall Satisfactory Academic Progress (SAP) review, and a student is required to meet SAP standards to remain eligible for financial aid. For financial purposes, a student may receive federal financial aid (Title IV funds) for a repeated course only once if the course was previously passed (credit has been received).

Academic & Student Affairs

CUSTODIAN

Chief Academic Officer (CAO)

RELATED DOCUMENTS, FORMS, AND POLICIES

AA-106.5.A, Request for Exception to UIU Repeat Course Supplemental Form

HISTORY

New/Revision Number	Date of Action/Approval	Revision Change
AA-106.5	November 12, 2025 (PC approved)	Revised titles for administrative changes.
AA-106.4	2/5/2025 (PC approved)	Update to position titles. Reviewed as part of a three-year cycle.
AA-106.3	2/9/2022	Policy in new template; PC approved.
AA-106.2	8/20/2021	PC approved.
AA-106.2	5/1/2021	Course Repeat Supplemental Form added.
106	7/19/2017	PC approved.
106	6/21/2017	UPC recommended to PC for approval.