



UNIVERSITY POLICY

ACADEMIC AND FACULTY POLICIES

Number: 106

Subject: Repeat Courses Policy

Covered Individuals: UIU Students

Covered Campus Locations: Fayette Campus, Centers, Online, Self-Paced, International, and Military Locations

Effective Date: August 28, 2017

Date of Last Revision:

PURPOSE

To define our university practices related to repeat courses for student.

DEFINITIONS

The term “repeat” is applied when a student retakes a course.

POLICY

Undergraduate and graduate students may repeat a course to earn a higher grade: only the highest grade earned will be used in calculating the grade point average. Grades of “A” may not be repeated. Undergraduate and graduate students will not be permitted to repeat a course more than twice, except as permitted by this policy.

Students who need to repeat a course a second time must obtain the approval of the Dean/School Designee of their program home school and be registered with assistance. Students may request to repeat a course a third time for extenuating circumstances to the Dean of the School in which the course resides.

Exceptions are made for courses designated to be taken multiple times, general education requirements, research credits, special projects, special topics, social work training certificate courses, first aid and CPR, and internships.

Student’s academic eligibility to repeat a course does not ensure that the credits associated with the repeated course will count towards his or her 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 aid 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).

EXAMPLE 1

Semester	Course	Grade/Credits	Financial Aid Eligibility
Fall 2016	ENG 102	C – 3 credits earned	Eligible
Spring 2017	ENG 102	F – no credit earned	Eligible
Fall 2017	ENG 102	Irrelevant – student may only receive financial aid for one repeat of a course for which credit has been previously earned.	Not eligible – student already received aid for a previously passed course.

EXAMPLE 2

Semester	Course	Grade/Credits	Financial Aid Eligibility
Fall 2016	ENG 102	F – no credit earned	Eligible
Spring 2017	ENG 102	F – no credit earned	Eligible
Fall 2017	ENG 102	C – 3 credits earned	Eligible

RULES, PROCEDURES, GUIDELINES, FORMS, AND OTHER RELATED RESOURCES

Request for Exemption to UIU Courses Policy Form

<https://uiu.edu/about/policies/documents/ExceptiontoRepeatCoursesPolicyForm.pdf>

CONTACTS

Acting as the Policy Owner, the AVP of Enrollment Management is responsible for answering questions regarding the application of this policy.

SANCTIONS

N/A

HISTORY

- June 21, 2017
 - Policy was recommended by University Policy Committee
- July 19, 2017

- Policy was approved by President's Council