

Course Repeat Policy

I. Purpose: This policy outlines the course repeat process for grade improvement.

II. Scope: This policy applies to all currently enrolled students who have not yet earned a degree and are attempting to improve a grade in a course. It also covers how NDSU will handle a course that is repeated at another institution.

III. Definitions

- **Course Repeat:** The act of retaking a course that is already recorded on a student's NDSU academic transcript, with the goal of improving the grade.
- **Cumulative GPA (CGPA):** A student's overall grade point average. At NDSU, a student's CGPA is calculated on NDSU coursework only; transfer credit is not calculated into the CGPA.
- **Repeating a Course at Another Institution:** A student who attends another institution to repeat a class that was taken at NDSU for which a letter grade (A, B, C, D or F) was issued.

IV. Policy

1. Credit Applicability

- Credit for a course can be applied to degree requirements only once, unless explicitly stated otherwise on the official curriculum (major requirements) or in the course description.
- The option to repeat a course for grade and CGPA improvement is available only to students who have not yet earned a degree.
- Repeat attempts made in semesters following a degree posting will remain on the academic record along with the new grade, but the credits and honor points will be excluded from cumulative credits and CGPA, and the repeated course will be marked "Repeated: Post Degree-Not Included in Cum Totals."

2. Repeating a Class at NDSU

- When a student repeats a course previously taken at NDSU, only the grade, credits, and honor points from the most recent attempt are calculated into the cumulative GPA and applied to degree requirements.
- Prior attempts will remain on the student's transcript, but the transcript will display "Repeat Excluded" for all prior attempts and "Repeat Included" for the most recent attempt.

3. Repeating a Class at Another Institution

- NDSU's standard transfer credit policy applies to courses repeated at other institutions. The repeat course credit is recorded on the NDSU transcript, but the grade and honor points are not calculated into the NDSU CGPA. The credit is displayed in a cumulative credit block with the transfer institution's name at the start of the NDSU transcript.
- The original NDSU course is displayed as "Repeat Excluded" on the NDSU transcript, but its credit and honor points are removed from the NDSU cumulative GPA calculation.

4. Number of Repeats

- Students may repeat any courses unless an academic department has established specific restrictions and those restrictions are clearly documented on the student's declared official curriculum.

5. Grading Basis

- Courses initially completed with a letter grade cannot be repeated using the Pass-Fail grading basis.

V. Procedures

- The Registrar's Office is responsible for implementing this policy and maintaining accurate student academic records.
- Students are strongly encouraged to consult with their academic advisors to understand the implications of repeating a course.

VI. Responsibilities

- **Students:** To understand and comply with this policy.
- **Academic Advisors:** To advise students on the implications of course repetition.
- **Registrar's Office:** To implement and enforce this policy, maintain the students' academic record, including CGPA's.
- **Academic Departments:** To define and document on official curriculum any curricular restrictions to repeating courses.

VII. Enforcement and Consequences

- Repeating courses can affect financial aid eligibility and satisfactory academic progress. Students should consult with the Financial Aid Office to understand these potential impacts.

Review and Revision: This policy is reviewed annually by Registration and Records and updated as needed by the University Curriculum Committee.

Approval and Effective Date: 01/20/2025 approved by the University Curriculum Committee; and 02/10/2025 approved by Faculty Senate. Effective date: 03/01/2025.