

Guidelines for Approval to Repeat a Course More than Once **Office of the Vice Provost and Dean of Undergraduate Education, Spring 2012**

UCSC Academic Senate Regulation 9.1.8: *Students who receive a grade of C-, D+, D, D-, F, or NP may retake the course, subject to the following conditions: Courses in which the student has received a letter grade of C-, D+, D, D-, F, or NP can only be taken again on a letter grade basis. Credits shall not be awarded more than once for the same course, but the grade assigned each time must be permanently recorded on the student's transcript. Taking a course more than twice requires approval of the student's college. (For computation of GPAs involving repeated courses, see SCR A9.4.1.) (En 29 May 96, effective 1 Sept 97; Am 23 Feb 00, 9 Nov 00, 19 Oct 12, 31 Aug 15).*

Decisions to approve or deny are based on the ultimate goal of student academic success and graduation.

- **For undeclared students repeatedly earning NP/C-/D+/D/D-/F/W grades in courses for a major they hope to pursue:**

The goal for undeclared students is to identify a path to becoming declared in a single major in which they will succeed. Because a student who attempts a major course for a third time is usually not showing promise of success in that major, exceptions for undeclared students should be extremely rare, and should be made only on the basis of well-documented extenuating circumstances that resulted in less than passing grades. Advising contacts with these students should focus on identifying and qualifying for a different major by the campus deadline that is a good fit for their skills, abilities, and goals. The intended major adviser or department should be consulted in all cases in which the college might approve. *There is no need to consult with the major if there are no extenuating circumstances and denial is clear.*

- **For declared students repeatedly earning NP/C-/D+/D/D-/F/W grades in major courses:**

The goal for declared students failing major courses is to identify a path toward earning a degree. Requests for exceptions for these students should be evaluated in the context of time-to-degree policies and whether alternative paths to a degree are possible (alternative paths to a degree may include, among others, changing to a major in which the student has a higher probability of success, dropping a second major or minor, or taking the class elsewhere), along with whether well-documented extenuating circumstances affected the student's ability to pass the class on previous attempts. Denial of additional repeats should not be the sole factor that prevents a student from earning a degree.

Decisions should be made based on individual circumstances and after consultation with the major department. It is important to be mindful that, in some cases, denial of enrollment in particular classes will have the same effect as being disqualified from a major late in the academic career, since progress in the major may be blocked by not being able to complete the class in question. Although ideally an advising conversation with these students might focus on whether a different major would be more appropriate, it is important to be aware of the student's remaining quarters of enrollment eligibility and whether the student has time to complete an alternate major.

Since the ultimate goal is a path to a degree, no student should be approved for an additional repeat in order to complete a double major or major/minor program. Students declared in multiple programs may choose to drop to a single major in which they are succeeding, or may take the course in question at a different institution, if the major's policies allow.

- **For students repeatedly earning NP/C-/D+/D/D-/F/W grades in courses not specifically required for a single major, or which represent one option for satisfying a particular requirement:**

Exceptions should not be approved when other paths to a timely degree are possible. A student in this situation should choose a different class in which he or she will succeed.