



KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

COURSE REPEAT

1. Policy

Repeat Option

An undergraduate student has the option to repeat any completed course. Only the highest grade will be used in computing the student's academic standing and credit for graduation. The original grades for all repeated classes will remain on the transcript with the notation excluded from GPA. A student may repeat a given course a maximum of two times. A student may not use the repeat option when retaking a course on a Pass-Fail basis if the course was originally taken for a letter grade. The repeat option only applies to an identical course (including a cross-listed course) and not a course substitute.

English

Since students who have taken ENG 089 Basic Writing I and / or ENG 099 Basic Writing II prior to the implementation of the Accelerated Learning Program in 2015-2016 cannot now retake those courses and instead must go directly into ENG 101 English Composition I, ENG 101 should be considered the "repeat" course. That means that when a student completes ENG 101, the grade for this course--if higher--will be counted toward the GPA, not the ENG 089 and / or 099 grades. If the ENG 089 and/or ENG 099 grade(s) is/are higher than the ENG 101 grade, the higher ENG 089 and/or ENG 099 grade(s) and the ENG 101 grade should be counted toward the GPA. ENG 101 should always count toward the GPA whether it is higher or not.

Example 1: A student has an A in 089, an F in 099, and a C in 101. The A in 089 and the C in 101 will be counted but the F in 099 will not be counted. In this case, 101 is the repeat course for 099.

Example 2: A student has an A in 089, an A in 099, and a C in 101. All three grades will be counted. In this case 101 is not considered as a repeat course for either 089 or 099.

Example 3: A student has a C in 099 and a B in 101. The B in 101 is counted in the GPA, not the C in 099. Math The following guidelines should be used for Math:

- For students that have taken MAT 095, the “repeat” course should be / MAT 111 or MAT 171 / MAT 101.
- For students that have taken MAT 096, the “repeat” course should be / MAT 111 or MAT 171 / MAT 101.
- For students that have taken MAT 097, the “repeat” course should be MAT 115 or MAT 176 / MAT 115A.
- For students that have taken MAT 115, the “repeat” course should be MAT 115 or MAT 176 / MAT 115A.
- If the MAT 095, MAT 096, MAT 097 and/or MAT 115 grade(s) is/are higher than the corresponding “repeat” course grade(s), the higher MAT 095, MAT 096, MAT 097 and/or MAT 115 grade(s) and the corresponding “repeat” course grades(s) should be counted toward the GPA. The “repeat” course grade(s) should always count toward the GPA whether higher or not.

Music

Students who had not successfully completed MUS 099 will use their grade for MUS 112 as the Repeat Option grade if it is higher. If not, both grades will count toward the GPA as delineated above with English and Math.

Academic Honors

The University encourages high standards of academic excellence and acknowledges students’ academic achievement. An Academic Honor Roll and Dean’s List are published at the end of each academic semester. A student who earns 12 or more semester credit hours for which quality points are awarded and whose grade point average is 3.2 or better, will be included on the Dean’s List. Part-time (at least one-half time) students are given special recognition for academic achievement. Students enrolled in 6 to 11 semester credit hours in which quality points are earned and whose grade point average is 3.2 or better, will be included on the Academic Honor Roll.

2. Entities Affected

- Academic Affairs

3. Policy Owner/Interpreting Authority

Provost/Vice President for Academic Affairs

4. Related Policies

5. Statutory or Regulatory References