


TO: Undergraduate Council
FROM: Jyoti Cameron, CLASS Academic Affairs (743-4013) 
SUBJECT: Proposal for change in what is counted towards a students degree and what is not in the UH Repeat policy
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Replaced by
UC 927507S
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The purpose of this proposal is to address the following:

- 1) The UG catalog does not have any place where the policy on repeated courses is explicitly stated.
- 2) The UH systems (Audit and Admin) currently calculate repeats in such a way that when courses are repeated, the second course is given the "repeated" designation.
- 3) This should be reversed so that the second course is clearly usable towards the degree and the first is designated as "repeated."

Suggested Changes:

- 1) the repeat policy be explicitly stated in the catalog and that the policy
- 2) the policy clarify that when a course is repeated (other than courses listed in the catalog as repeatable), only the course taken later is to be used towards a student's degree.
- 3) UH business practices/programs are adjusted to conform to the clarified policy

Background information:

Normally a student repeats a course because the original grade was not acceptable or too much time has gone by and the original course can no longer be used. In near to all academic situations, we consider the first course as "repeated" and the second course as usable when a course is retaken.

Many times in the Admin system for transfer courses a repeat flag is placed on the 2nd attempt of a course when the course was repeated because the first course was not eligible for credit (D, F, W, I, U etc.). The repeat flag should be on the first attempt, not on the valid course the student took later. In some occasions we are able to ask for the repeat to be reversed, but it would be better if it was right to start with. There are occasions where students continue retaking the courses they do not need, because they do not understand why the vald transfer course was not accepted by UH

Another instance where this is important is when a student takes a course in transfer and is required to retake the course here. The new UH course receives the repeat by our computer system, when it is the course we want to use. Sometimes a student may be limited in the number of transfer credits they can use and need the extra UH credits so this causes additional problems for them.