



# GOODWIN COLLEGE

## POLICY AND PROCEDURE

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<b>TITLE:</b>	Course Repeats
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### **POLICY STATEMENT:**

Goodwin College is committed to providing students with a quality education and helping them be successful in their academic journey. Repeating courses can have an adverse impact on satisfactory academic progress (SAP). Further, the college is invested in ensuring that only students who have clear commitment toward their goals are permitted to attempt a course for a third and final attempt.

Students are required to repeat any course in which they have received an “F,” a “UG,” or a “W” if that course is required in the student’s program, or if they have not earned a grade that meets program or major grade requirements. Students may also choose to repeat a course to qualify for graduation status (2.0) or generally to improve their CGPA.

They may repeat a course once without permission. To repeat a course for a third time, students must obtain permission from the Department Chair (or their designee) by following the procedures outlined in relation to this policy. Under no circumstances will students be permitted to take a course four times.

Students receiving Financial Aid should check with that office regarding re-takes of courses in which they have already earned a satisfactory grade. A student is not eligible to receive financial aid for repeating a course for the third time in order to achieve a better grade. The credits associated with the third repeat are not used in determining the student’s enrollment status for purposes of financial aid. In all cases, a student can only receive Title IV funds for one repeat of a previously passed course.

### **PROCEDURE DETAILS:**

To repeat a course for a third time, students must first obtain permission from the Department Chair (or their designee) by following the procedures outlined in relation to the 3-peat policy.

The permission process includes a form and may require a meeting before a final determination can be made. Students initiate the procedure by completing an online form available from the Registrar’s webpage. This initial part of the process allows the student to explain in writing why they were not successful in the first two attempts and how they could be successful if allowed one final attempt.

The form is routed to the Department Chair of the student’s program and the Department Chair who oversees the course or courses in need of a third attempt. The Chairs determine the most appropriate person to have a conversation with the student regarding the request, and that person contacts the student.

When the meeting occurs, in-person or via technology (at the discretion of the Chair), the student must be able to convey sincere commitment to passing the course with one final attempt, as well as a plan for how to do so. In the

absence of these factors, the request may be denied. The final decision will be agreed upon by the Chairs responsible, then reported to the Registrar's office to notify students of the decision and continue the process.

In the event of an approval, the process is not complete until the student confirms eligibility to receive financial aid or makes other payment arrangements. Financial aid eligibility is denied to students repeating a course for the third time in order to achieve a better grade.

**Conditional Approvals:**

Students requesting a third attempt may be subject to conditions, such as an in-person meeting, taking a limited number of courses, regular check-in meetings, or taking a course specifically on-ground. Students may be asked to sign a contract outlining the conditions, indicating their agreement.

**Prioritization of Repeated Courses in Schedule:**

Students who require course(s) as a third attempt for their program of study *may not register for other courses* until the request is resolved. The courses or courses being repeated must be taken and passed first. Special exceptions for cause may be granted with permission from the Department Chair.

**Timing of Request and Meetings:**

Students may request a 3-peat up to one week prior to a semester or mod start, for the immediate upcoming term. For example, if a semester starts on a Monday, the last day to request a 3-peat will be the previous Monday. If a Mod starts on a Wednesday, the last day to request a 3-peat will be the previous Wednesday. Requests received after a pending deadline may be reviewed for the following term by having the student update the semester and resubmit.

A meeting is offered to the student within 5 business days of the Chair's receipt of the request. The student must complete arrangements to meet within 10 business days or the request will default to denial. A denial based on default is the only type of denial that allows a student to repeat the request for a 3-peat in general.

A general denial may not be appealed; the student may select a program of study that does not include the course(s) in question or may complete the coursework elsewhere and seek to transfer it to Goodwin College.

Late fees incurred while the matter is under review will be removed by the Registrar's Office.

**PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):**

COLLEGE CATALOG

STAFF HANDBOOK

FACULTY HANDBOOK

STUDENT HANDBOOK

**DEFINITIONS:**

**Denial:** Term for when a student does not receive approval to take a course for a third attempt.

**Default Denial:** Term for when a student does not follow-through on making arrangements to meet with Goodwin College personnel to discuss 3-peat request.

**Approval:** Term for students who have been approved to take a course or courses for a third and final attempt.

**Conditional Approval:** Term for when faculty prescribe conditions by which the student is allowed to attempt a course for the third time.

**Attempt:** A course is considered as an attempt when a student registers for a class and receives a grade, a W, or a UG. A course is not considered an attempt if a value of W\* or NS is entered.

**EXCLUSIONS:**

N/A

**OFFICES DIRECTLY AFFECTED BY THE POLICY:**

Registrar, Academic Departments, Advising

**HISTORY:** Created 11/27/18; Approved 5/15/19

<b>EFFECTIVE DATE:</b>	12/21/18
<b>RESPONSIBLE OFFICE (ONLY ONE):</b>	Registrar
<b>REVIEW DATE:</b>	Annually

**APPENDIX:**

Online Form: <https://www.goodwin.edu/forms/third-attempt/>