

# University of North Texas at Dallas

## Academic Council Minutes

November 19, 2019

### **Voting Members in Attendance:**

Dr. Karen Shumway, *Dean, School of Business*  
Dr. Lisa Hobson, *Interim Dean, School of Education*  
Dr. Constance Lacy, *Dean, School of Human Services*  
Dr. Orlando Perez, *Dean, School of Liberal Arts & Sciences*  
Dr. Ali Shaqlaih, *Dean, Graduate School*  
Felecia Epps, *Dean, College of Law*  
Dr. Gary Holmes, *Faculty Alliance Vice-Chair*  
Rian Wilhite, *Director, Academic Advising*  
Brenda Robertson, *University Librarian*  
Jasmine Smith-Ogburn, *SGA Vice President*

### **Non-Voting Members in Attendance:**

Dr. Betty H. Stewart, *Provost and EVP for Academic Affairs*  
John Capocci, *University Registrar*  
Luis Franco, *University Director of Undergraduate Admissions*  
Dr. Dawn Remmers, *Assistant Provost*  
Dr. Elizabeth Giddens, *Director of University Accreditation and Policy*  
Shaniece Miller, *Staff Council Representative*  
Garrick Hildebrand, *Director of Financial Aid*  
Desmond Morris, *Director of Distance Learning*

### **Approval of Minutes:**

*October 2019 Minutes approved with 10 of 10 voting electronically. (Closed)*

All proposed changes are marked as such:  
New items are emboldened and underlined  
Deleted items are marked with a strikethrough line  
Justifications or clarifications are italicized.

**New Business:**

A. Graduate Policy Addition (Dr. Ali Shaqlaih, *Dean, Graduate School*)

Graduate Student Course Repeat Policy – *see appendix*

*Motion approved with 9 of 10 voting electronically. (Closed)*

**Adjournment**

Respectfully submitted.

Essence Cleveland

Executive Assistant to the Provost

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# Course Repeat Policy: Graduate Students

## I. PURPOSE AND SCOPE

This policy describes the process and procedure for graduate students who repeat a UNT Dallas course to earn a higher grade. It specifies the method of calculating the grade point average (GPA) for repeated courses and the process by which graduate students may petition for a GPA adjustment.

This policy does not apply to any courses that are defined as repeatable courses that can be taken for credit more than once. Multiple attempts in such courses are not considered repeats, and all grades received will be used in determining the student's grade point average.

## II. DEFINITIONS

Graduate student includes students pursuing a master's degree and those enrolled in a non-degree seeking career status who are enrolled in graduate-level courses.

"Repeat" is the term applied when a student retakes a course to earn a higher grade. Except for courses designated to be taken multiple times, credit for a given course will be granted only once.

Repeatable courses are defined as courses the University offers that use the same course prefix and number but have variable content from semester to semester. In these courses, new material is taught each semester. Students receive credit for learning new content, and the grade and semester hours earned each time count toward the student's grade point average (GPA), and total credits up to the maximum allowed by the Graduate School. Examples of repeatable courses can include independent study, special topics courses, thesis/dissertation courses, and other miscellaneous courses.

Non-repeatable courses may be taken more than once, but degree credit for a course that is repeated will be given only once. Graduate students are permitted to repeat a maximum of three (3) graduate courses during an academic career. When a course is repeated, all occurrences of the course along with the associated grades will remain visible on the student's transcript.

Grade replacement means that only the highest grade earned is used to compute GPA. However, all grades will appear on the student's official transcript.

## III. POLICY

Graduate students may repeat up to three graduate courses during an academic career. Students may petition that only the highest grade be counted in the cumulative GPA up to a maximum of three separate occurrences. This is limited to one occurrence for each specific

course in which a grade of C or below was earned. Except as permitted by this policy, no students may repeat a course a third time. All occurrences of the course along with associated grades will remain on the student's academic record as well as on the official transcript, but only the highest grade earned will be used for the cumulative GPA calculation; the lower grade will be removed from the grade point average for the semester in which the course was first taken. Students will not receive additional credit for repeating a course.

Graduate students enrolled in a degree program or non-degree career/status may have no more than three repeat grades on their academic record, appearing as "repeat – excluded from GPA". Students unable to successfully complete courses that are required or prerequisites for the student's degree program in the allotted number of repeats must meet with the academic program coordinator to discuss alternate graduation plans. Students who have exhausted course attempts for course(s) required for the major may be dismissed from the major program, changed to non-degree student status, and given the option to seek admission to a degree program/school that does not require the course in question, assuming the student meets the academic standards set by the Graduate School.

The repeat limit can be met in two different ways — by repeating the same course twice plus one other course or by repeating three separate courses once each.

#### **IV. PROCEDURE**

Graduate students who wish to repeat courses, using the petition option may do so under the following conditions:

- ✓ The repeated course is taken at UNT Dallas.
- ✓ The repeated course is identical to the original course in subject, catalog number, title, and credits.
- ✓ The repeated course is graded with the same grading option as the original.
- ✓ The repeat policy may not be applied for the following grades: I, NP, P, W.
- ✓ The higher grade, whether it is the original grade or the repeat grade will apply toward the cumulative GPA.
- ✓ The grade in the original course may not be a result of academic dishonesty in violation of the Code of Academic Integrity as documented through the Academic Dishonesty Review Process.
- ✓ The student may not petition for GPA adjustment for a course taken after degree conferral.
- ✓ The graduate degree programs reserve the right to not allow grade replacement or to allow less than the Graduate School's maximum number of repeats for replacement. In such cases, the Graduate School conforms to program limitations.
- ✓ A course that is dropped, or from which a student has withdrawn, are not counted as attempted repeats for the purpose of this policy.

- ✓ If a student has earned a degree, and goes on to pursue a second degree, any use of the repeat policy in the pursuit of the first degree will not count toward the total number of uses of the repeat policy allowed under the second degree.
- ✓ If a student is pursuing a degree, and changes to another degree without completing the first degree, any use of the repeat policy in pursuit of the first degree will count toward the total number of uses of the repeat policy allowed under the second degree, even if the first degree, or course work completed in the pursuit of the first degree, are in a different discipline than the second degree.
- ✓ A student who is readmitted under the Graduate Restart policy is exempt from this repeat policy as prior grades and credits earned will not apply toward the program of a student allowed to “restart” a program from the beginning.
- ✓ A student may petition for GPA adjustment only once for a specific course.
- ✓ A student may not exceed three repeated courses using the petition option.
- ✓ If the student petitions for and is granted a third and final attempt at a course, the highest grade earned will be the grade of record for that course.
- ✓ If a student repeats a course transferred to UNT Dallas, only the UNT Dallas course/grade are reflected in the total credits earned. The original transfer course and grade will no longer count toward degree requirements or total credits earned toward a degree. A course can only count once.
- ✓ A course that is defined as repeatable are exempt from this policy and may be repeated. Examples are thesis courses, independent study courses, and topics courses.
- ✓ Students are responsible for determining any academic or financial implications for repeating courses.

**V. DATES OF OFFICIAL ENACTMENT AND AMENDMENTS:**

Adopted on:

Effective: **September 1, 2020**

**Cross References:**

- ✓ Academic Standing (Appeal of Academic Suspension or Dismissal)
- ✓ Readmission of Graduate Students (Graduate Restart)
- ✓ Policy 7.001 Code of Student’s Rights, Responsibilities, and Conduct