

## New Repeat Policy Effective Fall 2009

### Summary of the new policy

This new policy, effective with courses taken fall 2009 and beyond, will allow students to repeat any class, regardless of the grade and number of attempts, with no special permission required. All attempts at the course and the grades earned (including those resulting in N and Z) appear on the transcript. The grade from the most recent attempt at the course (excluding N, I, or Z) will be the one used in GPA calculations. For example, if a student takes the course four times and gets a D, B, C and N, in that order, then the C would be their official grade. Also, it is important to note that the course credits (earned hours) only count once for graduation purposes. The policy applies to transfer credit as well as to courses taken at Missouri State University. In general, the new policy does not apply to courses taken prior to the fall 2009 semester. Exceptions are discussed in more detail below.

### Routine exceptions

Students who received a D or F prior to fall 2009 – who had not previously used the repeat policy for that particular course – will be able to repeat the course in fall 2009 or beyond and have the new grade replace the former grade in the calculation of GPA.

*Rationale:* All students should have the opportunity to repeat a course either under the current policy or the new one. Allowing the new repeat policy to affect all previous attempts at a course would negate the current repeat policy that has been in affect for more than 40 years. On the other hand, there are a variety of legitimate reasons why students may have not utilized the current repeat policy prior to fall 2009 who will be repeating a particular course fall 2009 or beyond. Example include: the course was not offered again until fall 2009 or beyond; the student stopped attending Missouri State University and thus did not have a chance to repeat; the student has other circumstances that prevented him/her from repeating prior to fall 2009 and the course is required to graduate.

*Recommendations:* To process the standard exceptions in an automated fashion for conversion purposes, through data mapping we will assign an “M” code to all courses with D and F grades taken prior to fall 2009 that have a repeat code. This allows this portion of academic history to enter Banner “untouched”. In other words, the new repeat policy will not be applied retroactively to courses that have already used the current repeat policy. *See example 1.*

Conversely, for students who earned a D or F prior to fall 2009 (who did not use the current repeat policy on those courses) and enroll in the same course fall 2009 or beyond, the system will automatically apply the new policy to that particular course (i.e. the new grade will replace the old grade in the calculation of GPA). *See example 2.*

When students who earned a C or better prior to fall 2009 (whether or not the course was a repeat) and enroll in the same course fall 2009 or beyond, the system will allow them to register with no special permission, but both the previous grade(s) as well as the new will calculate in GPA. The student will not receive hours earned for the same course twice (unless it is a repeatable course according to the catalog). *See example 3.*

### Examples

*You may wish to review the SHAGRDE spreadsheet in order to have a better understanding of the fields on the Banner transcript. The examples below are reflective of the student’s Banner transcript as it will appear after grading fall 2009. An “I” code indicates that the course is included in GPA calculation and hours earned. Conversely, an “E” code indicates that the course was excluded in GPA calculation and hours earned. An “A” code indicates the course was applied to GPA, but does NOT count in earned hours.*

Example 1:

<b>FA08</b>	<b>ENG 110</b>	<b>3</b>	<b>F</b>	<b>0</b>	<b>E</b>
FA08	MTH 135	3	B	9	
FA08	SOC 150	3	A	12	
FA08	COM 115	3	A	12	

	Att. Hours	Hours Passed	Earned	GPA Hours	Points	GPA
Banner Semester:	12	9	9	12	33	2.75
Banner Cumulative:	12	9	9	9	33	3.67

<b>SP09</b>	<b>ENG 110</b>	<b>3</b>	<b>D</b>	<b>3</b>	<b>I</b>
SP09	HST 121	3	A	12	
SP09	PLS 101	3	B	9	
SP09	ANT 100	3	A	12	

	Att. Hours	Hours Passed	Earned	GPA Hours	Points	GPA
Banner Semester:	12	12	12	12	36	3.00
Banner Cumulative:	24	21	21	21	69	3.29

<b>FA09</b>	<b>ENG 110</b>	<b>3</b>	<b>C</b>	<b>6</b>	<b>A</b>
FA09	PSY 101	3	A	12	
FA09	ECO 155	3	A	12	
FA09	LLT 121	3	A	12	

	Att. Hours	Hours Passed	Earned	GPA Hours	Points	GPA
Banner Semester:	12	9	9	12	42	3.50
Banner Cumulative:	36	30	30	33	111	3.36

In example 1, the student used the current repeat policy for ENG 110 prior to the fall 2009 semester, but repeats the course again in the fall 2009 semester. He/she will be able to register with no special approval required. Both the spring 2009 and fall 2009 grades will calculate into his/her totals.

**Note: any time students use the repeat policy prior to fall 2009 and receive a passing grade on their second attempt – if they repeat the same course fall 2009 or beyond, Banner will automatically count both the credit hours from the previous attempt as well as the most recent. The Registrar will use the Banner report (SHRRPTS) to ensure students do not receive credit (earned hours) for the same course twice. By entering an “A” code, the course will apply towards GPA only.**

Example 2:

<b>SP09</b>	<b>PSY 121</b>	<b>3</b>	<b>D</b>	<b>3</b>	<b>E</b>
SP09	MTH 135	3	D	3	
SP09	PED 100	2	A	8	
SP09	PLS 101	3	A	12	
SP09	ENG 110	3	C	6	

	Att. Hours	Hours Passed	Earned	GPA Hours	Points	GPA
Banner Semester:	14	14	14	14	29	2.07
Banner Cumulative:	14	14	14	11	29	2.64

<b>FA09</b>	<b>PSY 121</b>	<b>3</b>	<b>B</b>	<b>9</b>	<b>I</b>
FA09	COM 115	3	A	12	
FA09	CIS 101	2	A	8	
FA09	GLG 110	4	C	8	

	Att. Hours	Hours Passed	Earned	GPA Hours	Points	GPA
Banner Semester:	12	12	12	12	37	3.08
Banner Cumulative:	26	23	23	23	66	2.87

In example 2 above, a freshman takes PSY 121 for the first time during the spring 2009 semester and gets a D grade. The student enrolls in PSY 121 in the fall 2009 semester. The system will automatically exclude the D and include the B grade earned in fall 2009.

*Example 3:*

<b>FA07</b>	<b>MTH 135</b>	<b>3</b>	<b>C</b>	<b>6</b>	<b>I</b>
FA07	PSY 121	3	D	3	
FA07	PED 100	2	A	8	
FA07	PLS 101	3	A	12	
FA07	ENG 110	3	C	6	

	Att. Hours	Hours Passed	Earned	GPA Hours	Points	GPA
Banner Semester:	14	14	14	14	35	2.50
Banner Cumulative:	14	14	14	14	35	2.50

<b>FA09</b>	<b>MTH 135</b>	<b>3</b>	<b>B</b>	<b>9</b>	<b>A</b>
FA09	COM 115	3	A	12	
FA09	CIS 101	2	A	8	
FA09	GLG 110	4	C	8	

	Att. Hours	Hours Passed	Earned	GPA Hours	Points	GPA
Banner Semester:	12	9	9	12	37	3.08
Banner Cumulative:	26	23	23	26	72	2.77

In the example above, a student takes MTH 135 in fall 2007 and earns a C grade. The student enrolls in MTH 135 in the fall 2009 semester. He/she will be able to register with no special approval required. Both the fall 2007 and fall 2009 grades will calculate into the student's GPA.

**Note: any time students earn a passing grade in a course and they repeat the same course fall 2009 or beyond, Banner will automatically count both the credit hours from the previous attempt as well as the most recent. The Registrar will use the Banner report (SHRRPTS) to ensure students do not receive credit (earned hours) for the same course twice. By entering an "A" code, the course will apply towards GPA only.**

### **Communication Plan**

The implications of the new repeat must be presented clearly and accurately to students and advisors as soon as possible. Various means will be used to accomplish this:

- Presentations at master advisor workshops/forums
- The Provost's Communiqué
- The Office of the Registrar newsletter
- The Student E-bulletin
- A new explanation web page that can be linked from other primary pages
- Kathy Davis's master advisor email distribution list
- Banner training sessions (when we train on advisement, how to find student information, etc.)