




Office of the Provost and
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TO: Richard Koubek, President

FROM: Andrew Storer, Provost & Senior Vice President for Academic Affairs 

DATE: April 24, 2024

SUBJECT: Senate Proposal 19-24

Attached is Senate proposal 19-24, "Repeat Policy," and a memo stating the Senate passed this proposal at their April 17, 2024 meeting. I have reviewed this proposal and recommend approving this proposal.

I concur X do not concur with the provost's recommendation as stated in this memo.



Richard Koubek, President

4/24/24

Date



Michigan Tech

University Senate

DATE: April 18, 2024
TO: Richard Koubek, President
FROM: Robert Hutchinson
University Senate President
SUBJECT: Proposal 19-24
COPIES: Andrew Storer, Provost & Senior VP for Academic Affairs

At its meeting on April 17, 2024, the University Senate approved Proposal 19-24, "Repeat Policy." Feel free to contact me if you have any questions.

University Senate of Michigan Technological University
Proposal 19-24
Repeat Policy
(Voting Units: Academic)

Submitted by: Academic and Instructional Policy Committee

Introduction:

Senate [policy 313.1](#) calls for masking the original grade on the official transcript when a course is repeated. Michigan Technological University is the only public university in Michigan with such a clause in the repeat policy. While original grades do appear on our unofficial transcripts, they do not appear on our official transcripts. All other public universities show the grade for each attempt on the student's official transcript (see table below). It is proposed that the repeat policy be amended such that all grades for all attempts of a course appear on the official transcript. Additional amendments are proposed to provide clarification on recurring areas of confusion. These amendments will not change how GPAs are calculated, nor which grades/courses are included or excluded from such.

Background:

The wording, "Any credit previously earned under the course number is forfeited and the transcript will indicate NR (No grade-repeated) for the earlier attempt" was introduced in [proposal 24-02](#), Scholastic Standards Revisions, which were incorporated into [policy 107.1](#). The Repeat Policy (313.1) was not changed at that time. However, because the repeat policy language had been updated through proposal 24-02, the new language was included in the 2002 Undergraduate Catalog under the "Repeating a Course" section. Prior to 2002, that portion of the catalog stated, "A record of all grades will appear on the official transcripts," which matched the policy. The catalog language was different from the policy language for seven years. The repeat policy language was finally changed through [proposal 7-09](#), and the rationale for doing so was based solely on replicating the wording in the undergraduate catalog.

A proposal to strike the duplicate policy text from policy 107.1 is being introduced simultaneously.

Proposed Amendments:

The primary amendment is intended to re-establish the original repeat policy relative to all grades appearing on the transcript:

1. **Remove:** Any credit previously earned under the course number is forfeited and the transcript will indicate NR (No grade-repeated) for the earlier attempt.
2. **Add:** A record of all attempts and the grades received will appear on the student's official transcript.

These additional amendments are intended to provide clarification. The first is to ensure that the correct academic unit is consulted when a student is seeking a similar repeat. The other three are current practice at Michigan Tech and standard practice across higher ed, but they are not included in the policy. Similar wording is included in the repeat policy of most institutions:

1. **Add to the last bullet:** The similar repeat must also be approved by the academic unit that offered the original course, which may be outside of the student's academic unit.
2. **Add:** Any course repeated for credit must be taken using the same grade mode as the first attempt (e.g. pass/fail grades will not replace letter grades).
3. **Add:** Repeat indicators of "Include" and "Exclude" will appear on the official transcript to identify repeated courses.
4. **Add:** W (Withdrew) and I (Incomplete) grades will not replace a previous grade.

Current Policy:

When a course is repeated the most recent grade will be used to calculate the GPA, credits earned toward graduation, and determination of class standings. Any credit previously earned under the course number will be forfeited and the transcript will indicate NR (No grade-repeated) for the earlier attempt. Students must have the permission of the dean of students and their academic advisor for the third attempt at any one course. Courses exempt from the repeat rule are those that may be repeated for credit as indicated in the course description. In situations where an original course is no longer offered and no active direct equivalent exists, students may seek the permission of their academic advisor and their department chair or head of the academic unit to substitute a different course (a "similar repeat") which covers comparable material at a similar level.

Graduate students should also refer to Senate Policy 418.1 for additional considerations.

Proposed Policy (changes/additions are in bold):

Students may repeat a course under the following guidelines:

- When a course is repeated the most recent grade will be used to calculate the GPA, credits earned toward graduation, and determination of class standing.
- **A record of all attempts and the grades received will appear on the student's official transcript.**
- **Any course repeated for credit must be taken using the same grade mode as the first attempt (e.g. pass/fail grades will not replace letter grades).**
- **Repeat indicators of "Include" and "Exclude" will appear on the official transcript to identify repeated courses.**
- **W (Withdrew) and I (Incomplete) grades will not replace a previous grade.**
- Students must have the permission of the dean of students and their academic advisor for the third attempt at any one course.
- Courses exempt from the repeat rule are those that may be repeated for credit as indicated in the course description.
- In situations where an original course is no longer offered and no active direct equivalent exists, students may seek the permission of their academic advisor and their department chair or head of the academic unit to substitute a different course (a "similar repeat") which covers comparable material at a similar level. **The similar repeat must also be approved by the academic unit that offered the original course, which may be outside of the student's academic unit.**
- Graduate students should also refer to Senate Policy 418.1 for additional considerations.

Michigan Public Universities – Comparison of Repeat Grade/Transcript Policies

Institution	All grades	Relevant policy statement
Central Michigan University	Yes	All grades will appear on the transcript, but only the last grade received will be utilized in computing cumulative hours and GPA.
Eastern Michigan University	Yes	All course attempts with repeats indicated will remain on the permanent record, even if not used to determine the grade point average.
Ferris State University	Yes	The original course(s) and grade(s) are retained on the academic record
Grand Valley State University	Yes	...but the grades of all courses attempted will remain on a student's official transcript.
Lake Superior State University	Yes	Both the original and repeat grades will show on the transcript
Michigan State University	Yes	All entries remain a part of the student's permanent academic record.
Michigan Technological University	No	Any credit previously earned under the course number is forfeited and the transcript will indicate NR (No grade-repeated) for the earlier attempt.
Northern Michigan University	Yes	<i>Not specifically stated in their policy</i>
Oakland University	Yes	Oakland University transcripts will reflect grades earned in all Oakland courses.
Saginaw Valley State University	Yes	All grades shall remain on the student's academic record (transcript)
University of Michigan Ann Arbor	Yes	All grades received must appear on the transcript
University of Michigan Dearborn	Yes	All grades received must appear on the transcript
University of Michigan Flint	Yes	The record of all attempts and grades received will appear on the transcript.
Wayne State University	Yes	All attempts to take a course will be recorded on a student's transcript,
Western Michigan University	Yes	All grades earned are shown on the transcript.