**TO:** Steering Committee

**FROM:** Committee on Academic Programs

**RE:** Final Recommendation on Repeating Courses

**DATE:** November 17, 2013

**Background:**

The Dean and chairpersons of the School of Humanities and Social Sciences requested that CAP review TCNJ’s current policy on repeating courses (found at the following link: <http://www.tcnj.edu/~academic/policy/repeatingcourses.html>) due to concerns about implementation and consistency in granting exceptions across departments and schools.

**Charge:**

The Steering Committee asks that the Committee on Academic Programs re-examine the current policy and consider: 1) whether that policy is sufficient as it stands; 2) whether there need to be clearer guidelines and principles for determining when students may repeat a course more than once, and, if so, what those guidelines and principles should be, and 3) whether individual schools should set their own repeat policies or whether (allowing for necessary exceptions) the policy should be set at the college-wide level.

**Testimony**

During the 2010-2011 academic year, CAP conducted an extensive review of the policy on repeating courses. CAP considered copious data from Records and Registration and discussed the effects on schools, departments, and programs such as the Educational Opportunity Program (EOF) as per Dean Rifkin’s memo accompanying the charge. From its investigation of the data provided by Records and Registration, CAP found no evidence that the current policy is ineffective or open to abuses from individual schools, programs or departments.

On October 17, 2012, CAP held an open forum in conjunction with the Faculty Senate. On October 9, 2013, CAP gathered testimony from the Student Government. And on October 16, 2013, CAP gathered testimony from the Staff Senate. Testimony heard supported CAP's preliminary recommendation. CAP was however asked to clarify how the policy treated courses officially transferred to the College. This clarification was added to the final recommendation.

Therefore, CAP’s final recommendation is that the current policy is sufficient but needs editorial changes and clarification regarding courses officially transferred to the College.

**Recommendation:**

CAP recommends the following policy on repeating courses:

To best achieve academic and career goals, it is recommended that students seek academic advisement before any course is repeated. A student may repeat any course only once without permission. This applies whether the course was taken at The College of New Jersey or was officially transferred to the College. It also applies to courses from which the student withdrew and received a grade of W. See policy on withdrawing from a course: <http://policies.tcnj.edu/policies/digest.php?docId=9055>

In order to take a course more than twice, permission must be obtained from the chair of the department in which the student is majoring and the chair of the department offering the course. When a course is repeated, only the highest grade is counted in the grade point average\* and toward meeting graduation requirements, although all grades earned including withdrawals (W) will appear on a transcript. In the case of a course officially transferred to the College, the grade earned elsewhere does not apply to the grade point average earned at the College.

\*except in the School of Engineering where the most current grade is the one counted in the grade point average