

**Policy:** Repeating a course for a third or fourth time

**Date Introduced:** 9/13/2017

**Date Passed:** 10/11/2017

**Description:** This policy governs the process by which students will be allowed to retake POL courses for a third time. Students are allowed by College policy to retake a course once without additional approval. However, it is the Department's responsibility to determine whether a student will be allowed to retake a course for a third time. This policy lays out the procedure by which the Department will inform the student about their course options, request information from the student, decide to allow or reject the student's request to retake a course, and communicate the decision to the student.

1. After a student fails a required class (or a POL major fails to meet a required minimum grade threshold) for the second time, the Department Chair will send a letter by mail and by email to the student explaining the procedure to take the course for a third time. The letter will make clear that Department approval is not guaranteed. The Chair should contact the student within two weeks after the grade deadline set by the College for that academic term.
2. The student must write a letter, to be submitted to the Chair by email no later than three weeks before the beginning of the semester in which the student wishes to retake the course, which includes the following information. First, the letter must provide an explanation for why the student was not successful in her or his previous two attempts to pass the course. Second, the letter should show why the student believes she or he will be successful if allowed to retake the course a third time. Finally, the letter should include a detailed action plan the student will implement to avoid previous problems and increase chances for successfully completing the course.
3. Upon receipt of a request to retake a course, the Department will review the student's letter. A majority of tenured or tenure-track members must support the request for the student to be allowed to register for the course. The Department may also choose to include additional conditions for enrollment such as working with a tutor, holding additional meetings with the course instructor, and/or seeking support from CAPS, CSS, or other organizations.
4. The Department Chair will notify the student by email of the Department's decision and explaining any conditions of enrollment. The Department Chair will also inform the student that she or he will not be allowed to take the course a fourth time. If enrollment is permitted, the Chair should meet with the student to discuss the conditions for retaking the course and to obtain the student's signature on the letter signifying that the conditions are accepted and understood by the student. The signed letter will then be placed in the student's permanent file.
5. Students will not be allowed to take a class a fourth time except under extraordinary circumstances.
6. Course instructors in required courses (POL 110/230, POL 200, POL 390, and POL 498) will include a brief statement in the course syllabus describing this policy.