

April 30, 2024

To the John Carroll University community:

The University Committee on Educational Policies is seeking public comment on a substantial revision to the undergraduate Course Attempt policy. The current policy can be found at the following link – [Course Attempt Policy](#)

The proposed new version of the policy maintains the existing standard of freely-requested first repeats when the first course grade was a C- or lower. However, the new policy language also emphasizes the fact that a second attempt where the first was passing (i.e. C- to D-) may not be necessary and may negatively impact a student's progress toward degree completion. Additionally, the policy explicitly states that when a course grade is required to be something above a C-, the repeat rules apply to whatever that higher minimum grade is. For example, if a grade of B- must be earned in an individual course, a student can repeat that course under the general repeat regulations if they earned a C, even though a C is above the C- outlined generally in the policy.

Additionally, the new policy breaks out the instance of third course attempts, emphasizing their seriousness (both financially and in terms of degree progress) and updates the review process for students requesting this type of course repeat. The GPA impact of third attempts—"the first and the highest graded attempts are factored into the GPA"—is the same as the current version of the policy.

Finally, the policy revision introduces a new type of course repeat—"Discretionary Repeat Requests"—which would allow a student to request to retake a course where the first attempt was a C or higher (and the first attempt was already applicable to degree requirements). This new type of course repeat would be vetted by the student's advisor, chair of the department offering the course, and the Associate Dean/Dean of the area in which the course is offered. Students approved for this discretionary repeat would only be allowed to register in the week leading up to the start of the course—allowing time for students needing to take the course as a first or second attempt (when the first grade was below a C or did not meet requirements) time to do so.

Please review the proposed policy revision and submit comments via the Google form that accompanies this policy on UCEP's policy review page. This proposed policy will be posted through the end of the day on June 30, 2024.

Best regards,

Meghan Gibbons on behalf of the University Committee on Educational Policies

# Course Attempt

John Carroll University encourages students to strive for excellence but also recognizes that students must complete their degrees and start their post-bachelor careers in a timely fashion. To achieve this dual objective, JCU provides academic resources to help students succeed in their courses. It also offers students the option to attempt a course a second time when the first attempt's final grade did not satisfy their degree requirements or was below a C.

In general, students may only retake courses in which they earned grades C- or lower unless a higher minimum grade is required for a specific class within a program or to satisfy an entry requirement to a JCU undergraduate program. In most cases, a passing course grade below C (i.e. C- to D-) does not require students to retake the course, and repeating it may affect the cost of their education and the financial aid they receive. Thus, students are encouraged to consult with their advisor and Student Enrollment and Financial Services before requesting and registering for a course repeat.

Students intending to retake a course must submit their request through an academic petition. The highest graded attempt is factored into the grade point average. Students can only earn credit hours once when repeating a course, though all attempts remain visible on the transcript. In addition, only coursework repeated at John Carroll impacts the JCU grade point average.

## Third Attempts

Requests to take a course for a third time will be considered only in serious, extenuating circumstances and must be approved by the academic advisor; the chair of the department which offers the course; and the Assistant Dean for Academic Success. This determination is final and may impact a student's ability to continue in any major or minor for which the course is a requirement. In cases of a third attempt, the first and the highest graded attempts are factored into the grade point average, though credit hours can only be earned once.

## Discretionary Repeat Requests

Requests to retake a course when the first attempt was above a C- (or other minimum grade required by a JCU undergraduate program) will be considered on a space-available basis and must be approved by the academic advisor; the chair of the department which offers the course; and the Associate Dean of the College of Arts & Sciences or Boler College of Business or the Dean of the College of Health. This determination is final. Students are not eligible to attempt a course for a third time when the second attempt was above a C- (or other minimum grade required by a JCU undergraduate program). Students approved for a discretionary repeat will be given the opportunity to register starting the week before the start of the class.