

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

**Date Introduced:** 9/15/2020

**Date Passed:** 9/21/2020

**Description:** This policy governs the process by which students will be allowed to take INT 200 or INT 498 for a third time. Students are allowed by College policy to retake a course once without additional approval. However, it is the Program'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 Program 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 an INT major fails either INT 200 or INT 498 (or fails to meet the INT 200 minimum grade threshold) for the second time, the Program Director 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 Program approval is not guaranteed. The Director 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 Director by e-mail 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 take either of these courses for a third time, the Program 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 Program 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 Program Director will notify the student by email of the Program's decision and explaining any conditions of enrollment. If enrollment is permitted, the Director 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 either of these classes a fourth time except under extraordinary circumstances.