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Course Repeat Policy

Type

Academic (relates to academic affairs generally, faculty and/or student affairs)

Rationale

The purpose of this policy is to explicate the Baylor College of Medicine (BCM) criteria for calculating repeats in coursework.

Stakeholders Affected by this Policy

This policy applies to all BCM students enrolled during or after Fall 2015, as well as all Program Directors, Deans, and the Office of the Registrar.

Definitions

A **repeat course** has the same department code and course number or equivalent as a course previously taken by a student, unless identified as a course repeatable for credit.

A course that is **repeatable for credit** may be completed more than once with the same department code and course number, but the topic or content of the course changes with each attempt. Examples of courses repeatable for credit include but are not limited to special topics courses or special electives.

Policy

All attempts to complete any course will appear on the student's academic record, and any prior attempt to complete the course is marked as repeat.

This policy does not apply to courses deemed repeatable for credit, such as topic courses, special electives, research, or other courses that are deemed outside the scope of this policy by the appropriate school administrator or committee.

Students must consult the Office of Student Financial Aid to determine what impact repeating coursework could have on their financial aid awards.

Regardless of the number of course attempts, all grades and any course credits earned by the student will remain in the student's academic record and on his or her official transcript. However, BCM cumulative totals will be calculated using only the latest attempt to complete the course, notwithstanding the number of times the course is repeated or whether the grade is higher or lower than the previous attempt(s).

Responsibilities

Each BCM school has a designated individual, or committee comprised of qualified faculty, that is responsible for determining whether a course is repeatable for credit. This determination is made on a case-by-case basis. The Office of the Registrar updates courses in the student information system after they are designated as repeatable for credit by the appropriate school authority.

Procedures for Implementation and Review

- Each school has the discretion to determine which grades are used in the term and cumulative totals.
- In some instances, grades determined by alternate grading methods will not be used in the term and cumulative grade point average (GPA) totals. For example, the pass (P)/fail (F*) scale used to grade dissertation courses in the Graduate School of Biomedical Sciences (GSBS) is not used in the term and cumulative GPA totals for GSBS students.
- This policy will be reviewed every five years and revised as needed.

Tools

School and program specific policies and handbooks