



## SUMMARY OF COURSE REPEATS

Student Name (please print)

Student ID

Academic Advisor Name (please print)

Date

This document describes how BSU Policy 3190 limits continued enrollment based on a lack of academic progress. BSU Policy 3190 “triggers” a need for action by the student and a subsequent review by the department. The student requests subsequent review/approval process for this policy. **NOTE: the department bases this review on a set of objective criteria and approval is not guaranteed.**

- **INDIVIDUAL COURSE MAXIMUM ATTEMPTS (based on BSU Policy 3190)**
  - An “attempt” is counted each time a student is enrolled in a course past the drop date. All outcomes including withdraws (W) and complete withdrawals (CW) are included in this count.
  - A student must complete the **Request to Exceed Maximum Course Registration** form (<http://registrar.boisestate.edu/wp-content/uploads/2011/07/Exceed-Max-Registrations.pdf>) to enroll in the same course on the **THIRD (or more) ATTEMPT**. The academic advisor listed on Student Center and chair of the department in which the course is offered must approve this form.
- **OVERALL COURSE REPEAT MAXIMUM (based on BSU Policy 3190)**
  - A “repeat” is counted each time a student registers for a course after previously completing the same course. This also applies to courses pre-approved for transfer from another college or university. Only graded outcomes are counted as repeats. A W or CW does not generate a repeat when retaken.
  - A required advising (RAD) registration hold will be placed on a student’s account each semester after accumulating **THREE (or more) TOTAL REPEATS**. This hold will prevent a student from registering for additional courses until lifted.
  - A student must meet with the academic advisor listed on their Student Center to request approval to lift the RAD registration hold.
  - Approval to lift the RAD registration hold will be granted to a student with less than six (6) D’s or F’s in engineering-related courses (e.g., CE, CHEM, CS, ENGR, MATH, ME). Students with greater than six (6) attempted or required course repeats must complete an Academic Recovery Plan as part of the approval process.

	COURSE NUMBER	Semester FIRST TAKEN	GRADE	Semester FIRST REPEAT	GRADE	Semester SECOND REPEAT	GRADE
1.							
2.							
3.							
4.							
5.							
6.							
7.							

Student Signature

Academic Advisor Signature