

# **BOISE STATE UNIVERSITY COLLEGE OF ENGINEERING**

## **CIVIL ENGINEERING COURSE REPEAT POLICY**

Policy Number CE007-17

Effective Date: August 1, 2018

**Purpose:** To establish a policy for Civil Engineering students who have exhausted the maximum number of repeats allowed by Boise State University Policy #3190.

### **Overall Repeat**

#### **Three or More Repeats**

The following criteria will be used to evaluate if a student is permitted to continue in their efforts to earn a Bachelor of Science degree in Civil Engineering (CE) once that student has repeated, or needs to repeat three or more courses.

- Once a student has received three or more grades of D or F in courses that will need to be repeated to successfully complete the degree, that student shall have an academic hold placed on their file until they meet with an academic advisor from the College of Engineering to formulate a plan of study before they can proceed. An advisor could be a staff advisor in the College of Engineering Advising and Outreach Center or the Chair of the CE Department or designee. Once a plan has been agreed upon, the CE Department shall have the hold released.
- Each time a student needs to repeat an additional course, up to the sixth repeat, that student shall have an academic hold placed on their file until they meet with an academic advisor from the College of Engineering to formulate a plan of study before they can proceed. This plan will be reviewed and signed by the Chair or designee. Once a plan has been agreed upon, the CE Department shall have the hold released.

#### **Six or More Repeats**

Once a student has six repeats or more, and needs an additional repeat to complete the academic requirements for the CE BS degree the following criteria will be used.

- If a student has 30 credits or less remaining to complete the academic requirements for the Civil Engineering degree, that student shall have an academic hold placed on their file until they meet with the Chair or designee to initiate an “Academic Recovery Plan”. This plan will be reviewed and signed by the Chair or designee.

- If a student has more than 30 credits remaining to complete the academic requirements for the CE degree, that student must change majors and select a major that can be completed without incurring additional repeats.

## **Individual Course Repeat**

### **Third Attempt**

The following criteria will be used when evaluating a request to sign a “Request to Exceed Maximum Course Registration” form for taking a CE course for the third time:

- If a student initiating the "Request to Exceed Maximum Course Registration" has 30 credits or less remaining to complete the academic requirements for the CE BS degree, the "Request to Exceed Maximum Course Registration" forms will be approved by the Chair or designee.
- If a student initiating the "Request to Exceed Maximum Course Registration" has between 31 and 62 credits remaining to complete the academic requirements for the CE BS degree, the student must initiate an "Academic Recovery Plan". This plan will be reviewed and signed by the Chair or designee.
- If a student initiating the "Request to Exceed Maximum Course Registration" has more than 62 credits remaining to complete the academic requirements for the CE BS degree, the request will be denied.
- All "Request to Exceed Maximum Course Registration" forms will be approved by the Chair or designee.

### **Fourth Attempt**

The following criteria will be used when evaluating a request to sign a “Request to Exceed Maximum Course Registration” form for taking a CE course for the fourth time:

- If a student initiating the "Request to Exceed Maximum Course Registration" has 46 credits or less remaining to complete the academic requirements for the CE BS degree, the student must initiate an "Academic Recovery Plan". This plan will be reviewed and signed by the Chair or designee.
- If a student initiating the "Request to Exceed Maximum Course Registration" has more than 46 credits remaining to complete the academic requirements for the CE BS degree, the request will be denied.
- All "Request to Exceed Maximum Course Registration" forms will be approved by the Chair or designee.