

Speech and Hearing Sciences Undergraduate Program **Course Repetition Policy**

The following criteria and procedures will be applied to all undergraduate students majoring or completing a B.S. degree in Speech and Hearing Sciences, as related to completing and repeating SPHSC major courses.

Course Enrollment & Repetition

1. Courses used to satisfy SPHSC major requirements must be taken for a grade and students must achieve a passing grade (.7) in these courses to have them count toward major requirements.
2. If a student fails to achieve a passing grade in a course counted toward the major, the student can repeat the course one time only.
 - a. No special permission from the department is required to retake a course in which a grade of .7 or above is not earned. This aligns with the [UW's policy of repetition of undergraduate courses](#) as found in the UW Handbook, Volume 4, Part III, Chapter 15.
 - b. If a student fails to achieve a .7 or above in a course counted toward the major on the second retake, the student will not be able to repeat the course for a third time.
 - i. In alignment with our "**SPHSC Undergraduate Continuation Policy**", students failing to achieve a minimum grade of .7 in a course required for the SPHSC major after two tries will not meet the department's progress and continuation expectations, and can be dismissed from the major.
3. If a student passes a course counted toward the major, but wishes to retake it in an effort to improve his/her grade or overall GPA, the course can only be repeated with department permission.
 - a. If the Undergraduate Advisor approves the course repetition, students may only register during Period II, on a space available basis. Majors taking the course for the first time will be given first preference for enrollment.
 - b. If a student fails to first obtain permission before enrolling for a second time, the department will drop the student from the course.

Course Repetition Policy Appeals

Students who fail to achieve the required minimum grade of .7 in a course required for the major after two enrollments may submit an appeal to take the course a third time. The student must provide their appeal in writing to the Undergraduate Program Coordinator (UPC) within 30 days of final grades being posted. The appeal letter should describe any extenuating circumstances and include any additional information in support of the appeal that the student believes is relevant. The letter should be submitted to the Undergraduate Student Services Office – Eagleson 210.