

Winona State University

Computer Science Department

Course Repetition Limit Appeal Process

Course Repetition Limit Policy:

Students are allowed to attempt a particular computer science course at most **three** times. It is considered to be an "attempt" each time the name of a student appears on the course's final class list, independent of the grade assigned. After three attempts, a student is no longer eligible to take the particular course. If, by the third attempt, a student has not passed a required computer science course with a "C" or better grade, the student can not graduate in this program.

Any appeal to the Course Repetition Limit by a student for a particular course must be presented to the department in writing, before the student can register for the course. The appeal must be typed and organized as indicated by these instructions. Students should consult with the registrar to obtain the information required for an appeal.

To be able to register for a course for the Spring semester, an appeal must be filed by **October 1** of the previous Fall semester. For a Fall semester course, the appeal must be filed by **March 1** of the previous Spring semester. The Department's decision will be given to the student by November 1, for a Spring semester course, or by April 1 for a Fall semester course.

The written appeal should contain the following information:

1. Name, Tech ID, major(s), minor(s) and advisor's name.
2. Course name and number.
3. The terms previously enrolled and the instructor in each term. (Enrolled in a CS class is defined in the catalog as having your name appear on the final class list.)
4. A letter of support from a full time, tenure track, WSU CS faculty member.
5. An official copy of your current transcript(s). (This includes WSU transcripts, transcripts for schools from which you have transferred credits to WSU, and transcripts of any institutions you attended after starting at WSU.) If you have transferred credits to WSU, include a copy of your credit transfer form.
6. Have you been charged with plagiarism in any of your CS courses? If yes, did you appeal and what was the result of that appeal? If you did not appeal, what was the outcome of the incident?
7. For each attempt of the class in question, answer the following questions for that semester
 - a. Did your advisor approve your schedule and load? Who was that advisor?
 - b. Did you change your schedule or load after seeing your advisor?
 - c. If you withdrew from the class, what was the date you withdrew and why did you withdraw? Did you meet with the instructor and/or your advisor before dropping the class?
 - d. If you failed the course or earned a D, were there extenuating circumstances? Explain the circumstances and provide documentation.
8. In one or two paragraphs, tell us why we should make an exception to the three-course repetition limit in this case.