

# MEMORANDUM

TO: John Chenoweth  
Provost and Executive Vice Chancellor for Academic Affairs

FROM: Matt Vick  
Dean of the School of Graduate Studies and Continuing Education

DATE: October 7, 2024

RE: Transmittal for Graduate Curriculum

At its meeting on October 3, 2024, the Graduate Council approved the following:

## I. Business Items

### A. College of Letters and Sciences

1. Curricular Action: Course Deactivation Proposal: CHICANO 790 : WORKSHOP
2. Curricular Action: Program Change Request: LOMSABT : Applied Biotechnology (MS)

### B. Revision of [Course Repeat Policy](#)

1. Graduate students are allowed to repeat at most two courses in their degree programs. Courses may be repeated only once. When a course is repeated, all attempts of the course and the associated grades remain on the transcript; however, only the best grade and credits earned will be used in computing the overall grade point average and the grade point average in the degree or certificate. ~~Students who have been dropped from a degree program may not use the course repeat process to gain readmission into that degree program.~~

A course taken for undergraduate credit may not later be changed to graduate credit. Courses taken for undergraduate credit may not be retaken for graduate credit, although exceptions may be granted by the degree program coordinator when the field of knowledge has changed to the extent that the course content has changed substantially from the first time the student took the course to the present.

c: Lana Collet-Klingenberg  
Andrea Ednie

Bob Mertens  
Matt Winden  
Angela Harlan  
Abbie Windsor  
Becky Pfeifer  
Kristin Plessel