

COURSES

Prerequisites

No student may receive credit towards graduation for a course that is a prerequisite for a more advanced course which the student has already successfully completed, unless an exception to this policy is recommended by the appropriate chair and approved in writing by the student's academic dean.

Repetition of Courses

A student may repeat a course once, unless otherwise stipulated in the course description or unless an additional repetition is authorized by the student's academic dean. If the course is a prerequisite to another course, the repetition must be successfully completed before the other course is taken. Both the original course and the repeated course must be taken at YSU. Transfer, study abroad, and/or transient courses are not eligible to be used as a repetition. If the student has received credit for a more advanced course in the same subject, a repetition is treated merely as another course, along with the first, in calculating the point average, unless the student secures an approved repetition form for recalculation of point average from the dean of the college in which the student is enrolled. (See *Recalculation of Point Average* (<http://catalog.ysu.edu/archives/2019-2020/undergraduate/general-information/academic-policies-procedures/grading-system>)). A course repeated, however, may be counted only once as credit toward a student's total academic hours for graduation.

The Repetition form and the Petition for a Late Withdrawal cannot be used for the same course. In other words, a Petition for a Late Withdrawal cannot be processed for any course that was repeated and a recalculation of point average processed and posted on the student's academic record.

Credit towards graduation will not be given for a course on the semester system if the student has credit for the equivalent course on the quarter system.

Closed Classes

Departments set limits to the number of students that can be accommodated in each section. During the registration period or the period for adding courses, many classes become filled. These classes are called "closed," which means that no more students will be admitted to them. Only the chair of the department offering the course can admit a student to a closed class or reopen a closed class.

Audited Courses

A student may audit any course. The student pays the full tuition, as well as any other applicable fee, for the course(s) audited. Audited courses are carried in a student's load only for fee purposes. A student receiving financial aid should confer with the Office of Financial Aid and Scholarships before electing to audit a course.

A student may not change registration from audit to credit status or from credit to audit status after the last day to add a class.

Conference Courses

Conference work is available only in exceptional cases and if the academic advisor considers conference work essential. You must obtain the required approval(s) and complete the registration on-line.

Conference courses have the following restrictions:

1. Permission is limited to seniors with a 3.00 average. Exceptions must be approved by the dean of the college in which the student is enrolled.
2. The course must be given by a full-time faculty member.

3. A brief description of the plan of procedure must be given by the full-time faculty member.
4. Must have approval from the department concerned and the dean of the school in which the course is offered.

Graduate Courses for Undergraduates

An undergraduate student who has senior standing and an unrecalculated grade-point average of at least 2.7 may enroll in 5800 or higher level graduate courses, provided such enrollment does not cause the total schedule for the term to exceed 15 semester hours. Before registering for courses, the student must have the approval of the student's advisor in the program where the credit will be applied, the course instructor, and the dean of the College of Graduate Studies. The credit earned may be used for graduate credit at YSU only after the student is admitted to the College of Graduate Studies and the credit is accepted by the department in which the student continues graduate work. (Such coursework cannot count toward fulfillment of the requirements for a bachelor's degree.) The maximum amount of such credit that will be accepted at Youngstown State University is nine hours.