

*Policy No.: 4013
Board Approved: June 19, 2007
Revised: October 29, 2019, April
2024 (pending)*

Repeating a Course

Purpose:

It is an expectation that students achieve academic progress in their courses. Students who do not successfully complete a course may be permitted to repeat the course based on the criteria outlined below.

Criteria:

Unless otherwise restricted below, students may attempt a credit or developmental course three times including failures or withdrawals. A student may appeal to take the course a fourth time to the Vice President of Academic Affairs and Student Services who will review the appeal and render a decision within 10 business days¹ of receiving the appeal.

Restrictions:

Cohort degree and certification programs may have program criteria restricting a student from being able to repeat a course. Such criteria and/or restrictions will be identified in the specific program handbook.

Federal Student Aid regulations limit the number of times a student is eligible to receive financial aid for a graded course.

Grading:

If a student repeats a course, an “R” appears as the grade on the student’s academic record. The higher grade and its associated quality points supersede the lower grade. In computing the cumulative grade point average, the credit hours of the course are counted once.

¹ Business day is defined as a day the College is open for business.