

# Course Repeat Policy

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<b>POLICY:</b> Course Repeat	
<b>POLICY NUMBER:</b> 700.18	<b>CUSTODIAN:</b> Academic Dean
<b>APV'D DATE:</b> 7/30/2019	
<b>EFFECTIVE DATE:</b> 7/30/2019	<b>REVIEW DATE:</b> June 2019
<b>REFERENCES:</b> Satisfactory Academic Progress Policy	

## Part 1. Policy Background and Purpose

The purpose of this policy is to define and acknowledge the repeat of courses and the adjustment of GPA.

## Part 2. Definitions

Course – The class a student is enrolled in

GPA – Grade Point Average

SAP – Satisfactory Academic Progress

Title IV funds - Federal Financial Aid

## Part 3. Responsibility.

The Associate Dean of Student Services is responsible for notifying the financial aid office and the Registrar of a course retaken.

Registrar is responsible for removing old grade and entering new grade in the Populi system.

## Part 4. Policy

**Subpart A.** A student may be allowed to retake any previously passed course, (one time only per course). For this purpose, passed means any grade higher than an “F”.

The retaken class may be counted towards a student’s enrollment status and is eligible for Financial Aid

A class that is dropped or withdrawn from will not count towards the one allowed retake for financial aid. However, if a student is retaking a class that previously had a passing grade and then fails the retaken class, that failure counts as the one allowed retake for financial aid purposes.

**Subpart B.** A failed course may be repeated no more than three times. Normal SAP Policy requirements apply. A repeated course that is subsequently passed will result in the removal of the previous grade. When a course is repeated more than once, only one previous grade can be removed from the GPA calculation.