Course Repeat Policy

POLICY: Course Repeat			
POLICY NUMBER:	700.18.01	**CUSTODIAN:**	Academic Dean
APV'D DATE:	9/15/2020		
EFFECTIVE DATE:	9/15/2020	**REVIEW DATE:**	September 2020
REFERENCES: 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

GPA – Grade Point Average

SAP – Satisfactory Academic Progress

Title IV funds - Federal Financial Aid which includes the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant Program (FSEOG), and Federal Work Study Program**.**

Part 3. Responsibility.

The Registrar is responsible for notifying the financial aid office of a course retake.

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A class that is dropped or withdrawn from will not count towards the one allowed retake for financial aid.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.

All retaken and previous courses will still count in the completion rate for SAP calculations.

The student must appeal to retake a course for a second time and each subsequent attempt. To appeal, a student must submit a written explanation along with supporting official documentation detailing the mitigating or extenuating circumstances which resulted in the need to retake a course for a second time. Incomplete appeals will not be considered.

Each appeal will be considered on its own merit by the Register, Financial Aid Coordinator, Associate Dean of Student Services and Academic Dean. The Academic Dean has the final decision. Students will receive a written notification of the decision. Appeal decisions are final and not appealable.

Subpart B. Normal SAP Policy requirements apply. The student cannot receive financial aid for more than one repeated attempt if the repeat attempt results in a passing grade. A repeated course that is subsequently passed will result in the removal of the previous grade. When a course is repeated, the final attempt will be used for the GPA calculation.