

Policy Number: 1.4.006
Title: Course Repeat Policy

Purpose

To provide guidelines for students who wish to repeat a course to improve their academic performance or meet graduation requirements.

Scope

This policy pertains to all College students.

Policy Detail

Students may repeat a course to earn a higher or passing grade. Only the highest grade earned is used in GPA calculation. The term “repeat” is applied when a student retakes a course that previously was awarded a grade, including a “W.” The first time a student attempts a course for a grade is considered the first attempt. The second time a student attempts a course for a grade is considered the second attempt and the first repeat.

Developmental Courses: A developmental course may only be repeated once. That includes taking the course at another college or university. Students who cannot successfully pass a developmental course within two attempts (one repeat) will not be permitted to continue into a program of study. Students must pass developmental courses with a C or better.

College Courses: Students may repeat college-level courses to improve a grade, including a “W.” Students may repeat a course only twice (three attempts). Students unable to successfully complete courses required for graduation in their program should discuss alternate graduation plans with their academic advisor.

Appeals: Students can appeal this policy to the Dean of Student Success if they feel they have extenuating circumstances that prevent them from adhering to the policy.

<i>Audience</i>	<i>All College</i>
<i>Effective Date</i>	<i>8/1/2025</i>
<i>Date Revised</i>	<i>8/1/2025</i>
<i>Date Reviewed</i>	<i>8/1/2025</i>
<i>Owner</i>	<i>Registrar, Vice President of Academic Affairs</i>

Note: Prior to 2025, this policy was reviewed as part of the annual Student Handbook revision.