PURPOSE

The purpose of this procedure is to outline the process used to identify and mark courses a student repeats.

PROCEDURE

1. A student may repeat any course once to improve a grade.

2. A second repeat may only be made with the written approval of the student’s advisor.

3. A student may petition the Vice President for Academic Affairs for an exception to permit a third attempt.

4. The Student Records Department will mark the repeated course on the student’s record. All grades will appear on the college transcript but only the most recent grade earned will be calculated in the grade point average.