

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

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PROCEDURE TITLE: REPEATED COURSE: Financial Aid

BASED ON POLICY: 3-1-314

REVISION NUMBER:

**OFFICE OF
RESPONSIBILITY:** FINANCIAL AID



PRESIDENT

July 27, 2015

DATE

PURPOSE

The purpose of this procedure is to outline the process used to identify and mark courses as a “repeat” for both eligibility in federal Title IV funding and academic purposes. Per federal regulations, repeated coursework cannot be included in a student’s enrollment status for Title IV Federal Aid eligibility. This includes the following Federal awards:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant
- Federal Work Study
- Perkins Loans and
- Federal Direct Subsidized, Unsubsidized and Parent Plus Loans

DEFINITION

A course is considered passed if the student receives a grade of 'D' or better. Students may repeat a course with a previously earned grade of “D” or better one time for the purpose of improving their GPA. If the student received a grade of F, WF, NC, WP or W, the course is not considered as “passed” and therefore may be taken again until receiving a passing grade. All course attempts will count toward the Federal Satisfactory Academic Progress {SAP} standards.

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Once a student passes the course (receives a grade of “D” or better) the student may repeat it one time to improve the grade and is still eligible to include those hours in their federal Title IV enrollment and receive funding if otherwise eligible. This is the final attempt that may be included in the Title IV enrollment status, regardless of the grade earned. All other attempts must be paid by approved non-Title IV funds and will not count toward their Title IV enrollment status.

Satisfactory Academic Progress is defined as maintaining at least a 2.0 cumulative grade point average, a 67% course completion rate, and completing the program of study within 150% of the number of units (i.e. a program requiring 60 units must be completed within 90 units of attempted credit hours).

DETAILS

Repeated enrollment that is not aid eligible will be excluded from the student's enrollment status or credit load (full-time, part-time, etc.) for the term, for the purposes of determining their financial aid enrollment status.

1. Federal Title IV aid will be recalculated based on the student's adjusted enrollment status (i.e. full-time, three-quarter time, half-time, less than half-time).
2. This recalculation will be applied regardless of whether a student received aid for previous course enrollments.

EXAMPLE

A student who is enrolled in 12 credit hours (full-time) is repeating a previously passed three credit hour course for the second time. On the first attempt, a grade of “D” was received. On the second attempt, a grade of “F” was received. This student is no longer able to attempt the course and receive funding. Per federal regulations, the repeated course must be excluded from the student's Title IV enrollment status meaning only nine of the student's 12 hours can be used to calculate their Title IV aid eligibility of full-time, three quarter-time, half-time, less than half-time.

PROCEDURE

1. Once a student passes the course (receives a grade of “D” or better) the student may repeat it one time to improve the grade and is still eligible to include those hours in their federal Title IV enrollment and receive funding if otherwise eligible. This is the final attempt that may be included in the Title IV enrollment status,

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regardless of the grade earned. All other attempts must be paid by non-Title IV funds and will not count toward their Title IV enrollment status.

2. The repeated course will be marked on the student's record by the Registrar. All grades will appear on the college transcript, however, only the most recent grade earned will be calculated in the grade point average for academic purposes. All GPA and course attempts will be counted in the Federal Satisfactory Academic Progress Calculations.
3. If the student fails to complete a course or earns a passing grade of "D" or better he or she may retake the course and have the units count toward their Title IV enrollment status. SAP rules still apply and the course will be counted as an attempt each time the student registers and attends the course.
4. Students will be allowed to attempt and register for a course up to three times before a registration block is placed on their account.
5. Students with a registration block must meet with the Retention Coordinator to receive approval for course registration. The Retention Coordinator will complete the *Request to Repeat Course Third Time Checklist*. It is the student's responsibility to take the form to Student Records and the Registrar or Registrar's designee registers the student.