



## **Request for Repeat Course Enrollment Campus Procedure 588.0 Academic Affairs & Student Affairs**

### **I. Purpose and Scope**

This policy outlines the guidelines and procedures for students who wish to repeat a course at a two-year college. This policy provides students with an opportunity to improve their academic performance and achieve their educational goals.

### **II. Definitions**

**Course Credit:** Course credit represents the value assigned to a course and is typically measured in credit hours. It is a measure of the academic workload and represents the amount of time spent in class and on course-related activities. Repeating a course allows students to earn credit if they did not successfully complete it previously or to improve their grade point average (GPA).

**GPA (Grade Point Average):** GPA is a numerical representation of a student's academic performance. It is calculated by assigning each letter grade a corresponding numerical value (e.g., A=4.0, B=3.0, etc.), multiplying it by the credit hours for the course, and dividing the total by the sum of credit hours. Repeating a course and earning a better grade can help improve a student's GPA.

**Academic Standing:** Academic standing refers to a student's status within the college or university based on their academic performance. Repeating a course can be important for students who are on academic probation or facing dismissal, as it provides an opportunity to improve their grades and maintain satisfactory academic standing.

**Transcript:** A transcript is an official document that provides a comprehensive record of a student's academic history, including courses taken, grades earned, and credits completed. When repeating a course, both the original grade and the new grade will typically appear on the transcript.

### **III. Procedure**

1. Students must work with their academic advisor complete and submit a "Course Repeat Request Form" to the Registrar's Office before the established first date of the semester in which they intend to retake the course.
2. The Course Repeat Request Form should include the following information and can be accessed at <https://www.uaccb.edu/student-forms>:
  - Student's name, ID number, and contact details.
  - Course code, title, and section number of the course to be repeated.
  - The semester in which the student previously attempted the course and the final grade.
  - Reason for wanting to repeat the course.
  - Students must consult with their academic advisor before submitting the Course Repeat Request Form to ensure that repeating the course aligns with their academic program and goals.
  - Upon successful completion of the repeated course, the new grade will be recorded on the student's transcript.



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#### **IV. Additional Information**

- A student may repeat a previously taken course to improve the original earned grade. Students who fail and/or drop a course may repeat the course up to three times.
- Should a student choose to repeat a previously taken course, both course attempts will remain on the student's transcript with the highest grade being used to calculate the student's cumulative grade point average.
- The credit hours completed/repeated course will only apply one time toward the student's graduation requirements.
- Courses taken more than once must be the exact same course as previously attempted. If changes in the course number, title, or credit hours have occurred, the course will not be deemed as repeating.
- "W" Withdrawals, "I" Incompletes, or "AW" Administrative Withdrawals will not replace an original course grade.
- Independent Study courses and Prior Learning Assessments (PLA) cannot be used to repeat a course.
- Students who plan to transfer to a four-year college or university should be aware that some institutions may average both the original and the subsequent grades for determining transfer eligibility. Students should check with that college or their Academic Advisor prior to enrolling for a course on a repeat basis.
- Notes regarding satisfactory academic progress, program-specific requirements, financial aid, and other sources of student funding.
  - Nursing and Health Professions programs have specific guidelines for repeating a course. Please refer to the appropriate program handbook for these guidelines.
  - If a student is making satisfactory academic progress, repeating a course for the second time should not adversely affect financial aid eligibility. Consult the Financial Aid office or an academic advisor before attempting a course for the third time. Independent study may not be used to repeat a failed course.
  - Repeating a course may have implications for a student's academic standing, such as probation or dismissal. Students are advised to consult with their academic advisor to understand the potential impact on their academic progression.
  - The Veterans Administration has specific regulations. Please contact the Veteran's Affairs Certifying Official at [veterans@uaccb.edu](mailto:veterans@uaccb.edu) , call 870-612-2160, or stop by the Advising Office in MCB (Main Classroom Building) 229 prior to pursuing a course repeat.

#### **V. Revision History**

Effective Date: July 12, 2023

Revised Date:

Review Date: July 12, 2024