



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

Advisor: a general term for a student case manager associated with advising and/or registration activities. UACCB utilizes a navigator model primarily, but does have advisor roles within grant-based support programs.

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.

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.

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

- A student may repeat a previously taken course to improve the original earned grade.
- 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 information needs to be confirmed that it is the same course.
- "W" Withdrawals, "I" Incompletes, or "AW" Administrative Withdrawals will not replace an original course grade.



Request for Repeat Course Enrollment

Campus Procedure 588.0

Academic Affairs & Student Affairs

- Independent Study courses and Prior Learning Assessments (PLA) cannot be used to repeat a course.
- Upon successful completion of the repeated course, the new grade will be recorded on the student's transcript.

IV. Additional Information

- 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 Advisor prior to enrolling for a course on a repeat basis.
- Nursing and Health Professions programs have specific guidelines for repeating a course. Please refer to the appropriate program handbook for these guidelines.
- Repeating a course may have implications for a student's academic standing, such as probation or dismissal. Students are advised to consult with their 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, call 870-612-2160, or stop by the Welcome Center in MCB (Main Classroom Building) prior to pursuing a course repeat.

V. Related Procedures

Campus Procedures 501.0, Academic Standards of Progress; 505.2, Satisfactory Academic Progress

VI. Revision History

Effective Date: July 12, 2023

Revised Date: February 19, 2025