

# MANUAL OF PROCEDURE

---

**PROCEDURE NUMBER:** 4016

PAGE 1 of 1

**PROCEDURE TITLE:** Retaking a Course with a Grade of C or Better:  
Exceptions Defined

**STATUTORY REFERENCE:** FLORIDA STATUTES 1001.65

**BASED ON POLICY:** IV-35 Student Petition of Course Withdrawal and  
Forgiveness Limitations and Full Cost of Instruction  
Assessment

**EFFECTIVE DATE:** January 13, 2004

**LAST REVISION DATE:** March 11, 2024

**LAST REVIEW DATE:** ~~January 13, 2004~~, April 12, 2024

## I. PURPOSE


This procedure identifies the basis under which a student may request to repeat a course in which they have earned a grade of “C” or better.

## II. PROCEDURE

Set forth below are the two exceptions that may allow a student to repeat a course in which they earned a grade of “C” or better:

- A. For the purpose of improving their grade point average (GPA) in order to be considered for admission to a specific school within a university.
- B. Due to the period of time which has elapsed since credit was originally earned, and a need is present to update knowledge to meet current program requirements.

A student’s request for any of the actions above must be submitted to the Office of Admissions and Registration by completing the [Request to Retake Course with a Grade of C or Better](#) form along with supporting documentation. (**This procedure does not address the appeal of a full cost of instruction assessment for repeat attempts which is addressed in Procedure 4017 - Full Cost of Instruction for Repeat Attempts.**) The decision of the Office of Admissions and Registration shall be final on behalf of the College.

	04/12/2024
<b>PRESIDENT</b>	<b>DATE</b>