

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 4016

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PROCEDURE TITLE: Course Withdrawal and Forgiveness: Exceptions Defined

STATUTORY REFERENCE: FLORIDA STATUTE 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:

LAST REVIEW DATE: January 13, 2004

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 earn a grade of "C" or better:

- A. A student's request to repeat a course in which the student received a grade of "C" or better 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. A student's request to repeat a course 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 Student Dean in writing. The students may be required to provide 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 Student Dean shall be final on behalf of the College.

	1/13/04
PRESIDENT	DATE