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.