



Administrative Policy

Policy Title:	Course Repeat Policy
Policy Number:	2817
Date Adopted:	5/9/2005
Version:	5.0
Review Cycle:	Biannual
Date Last Reviewed:	2/1/2021
Office Responsible:	Student Services - Registrar
Reviewing Committee:	Curriculum Committee and Academic Council
Related Policies:	Withdrawal Policy, Financial Aid Eligibility, Non-Academic Appeal
Related Laws:	Title IV Federal Student Aid

Policy Summary:

This policy is to assist in the monitoring of a student's academic progress and to ensure appropriate use of Jackson College's (JC) academic facilities towards the advancement of the learning objectives of our students. This policy outlines the circumstances under which a course may be repeated including provisions for when Federal Student Aid (FSA) may be used for repeated courses.

Scope:

This policy applies to all Jackson College students enrolled in credit bearing courses.

Definition:

Repeated Course: A repeated course is a course in which a student has been given a grade, including withdrawal "W" or Incomplete "I."

Policy Statement:

A student is limited to 3 attempts of a course (unless otherwise noted) where he/she has earned a grade or attempts where he/she was awarded grades of TR, CR, ML, Y, I or W. All grades will appear on the transcript, but only the highest grade received will be utilized in computing academic cumulative G.P.A. and credit will be granted once. Financial Aid may not be used to pay for more than one repeat of a previously passed course (2.0 or better).

Students may repeat a course if:

- The course is still offered, or an equated course is available if the student's previously attempted course is no longer offered. No similar course may serve as a repeat.
- A student is taking a course at another college/university for transfer to meet degree requirements; however, JC honor points and GPA calculation will stand. Credit for a course can only be earned once; the transfer credit may be used to waive a degree requirement.
- A course taken after a student graduates will not change the previously posted GPA for marked degree completion.



This limitation of 3 attempts does not apply to independent study and similar courses for which course content varies significantly with each offering or courses that have taxonomies with repeatable statuses, i.e. MUS.

Change Log:

Date Of Change	Version	Description of Change	Responsible Party
04.04.2012	2.0	Updated to new format; and to include use of FSA for repeating courses that are previously successfully complete.	R. Klee
05/13/2014	3.0	Bi-annual Review, updates to logo and remove of community	K. Hottenstein
07/23/18	4.0	Annual Review	Z.McNitt
11/12/20	5.0	Annual Review	Z.McNitt, Curr. Comm.