

Repeating Courses

Students receiving unsatisfactory grades will be allowed to repeat the course for credit. For a course repeat, the student need not obtain approval from the chief academic officer or his/her designee to re-enroll. However, students may not enroll in a particular course more than two times, unless the course has been designated for repeat credit. Students who wish to attempt a course three or more times must receive approval from the chief academic officer or his/her designee. The most recent grade will replace the prior grade received for the repeated course to count toward graduation requirements and grade point averages. However, the original grade will remain on the student's transcript to be considered by any receiving institution to which the student may transfer.

Courses which have been designated to be taken for additional credit may not be taken for more than six credit hours to apply toward a one-year certificate, or for 12 credit hours to apply toward a two-year certificate or associate degree. Students should check with financial aid to determine whether repeating a course for grade replacement will affect their award. Any exceptions to this policy must be petitioned by the student to the chief academic officer on the Chanute campus or the dean of the Ottawa campus.

(Combined Grade Replacement and Repetition of Courses for Additional Credit policies)

Revised: 11/08/12