

Polk State College District Board of Trustees Rule

Rule Number	Subject	Rule Making Authority	Statutory Reference	SBE Rule Reference	Effective Date
4.30	Credit Course Repeat Policy	FS 1001.64	FS 240.124 FS 240.325 FS 1001.64	6A-14-0301	1/22/07

Polk State College policies and standards in regard to students repeating credit courses, and to the impact of such repeats on calculated grade point averages will be consistent with those adopted in State rule or policy.

I. The objectives of this rule are as follows:

- A. To define the manner in which a repeated course will impact the calculation of a student's grade point average (GPA).
- B. To define the policy and rule insofar as repeating courses is concerned.

II. Policy:

- A. If a course is repeated, only the grade earned on the most recent attempt will be used in computing a student's GPA.
- B. Effective with term 19981, for all college credit courses taken, a student is not allowed to repeat a course for which the student earned a grade of "C" or higher. Exceptions to this provision may be granted only through an appeal to the Petitions Committee.
- C. Students who fail to withdraw from a class due to extenuating circumstance may appeal to the Petition Committee which recommends final action. The action of the Petition Committee is final.
- D. In addition, the college shall have the authority to reduce fees assessed in situations in which the application of this policy would create undue financial hardship for a student with documented financial need.
- E. A procedure and process for reviewing cases of extenuating circumstances and/or financial hardship on an individual basis will be developed and implemented.
- F. A college-level course may be attempted without penalty only two (2) times. For a third, and all subsequent attempts, the student will be assessed matriculation and tuition fees at the full cost of instruction.

- G. At the third and/or any subsequent attempt the student cannot earn a grade of “W” but must be awarded the letter grade earned in the course based upon the total outcomes of the course.
- H. A student must appeal to the Associate Dean of Student Services to repeat any course beyond the third attempt.
- I. When a course is repeated, or when credit cannot be awarded for both of two (2) courses, credit will be allowed only for the more recent of the courses taken, even if the latter grade is the lower of the two.
- J. Multiple credits will be awarded only for courses for which the provision is made in the course description.
- K. Credit for previous course attempts will not be removed until the course has been repeated for credit the maximum number of allowable times.
- L. The above provisions, except C, D, and E, apply equally to courses previously attempted at another institution and transferred to Polk State College.

History

Adopted: December 15, 1997

Revised: August 23, 1999; January 22, 2007

Distribution

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