

OWENS COMMUNITY COLLEGE
PROCEDURES

Repeating a Course

Board Policy No.: 3358:11-2-25

PROCEDURES:

1. The limit on the number of times a student is permitted to attempt to take a course is four (4).
 - (a) A withdrawal (dropping a class) or course audit is not counted as an attempt.
 - (b) Designated courses may be exempt from this procedure.
2. A student must repeat all courses required for graduation in which a failing grade has been received.
3. All repeated courses and grades will remain on the official transcript of the student.
4. The most recent grade earned will be used in calculating the grade point average even if the grade earned in the repeated course is lower than the prior grade(s).
 - (a) Designated courses may be exempt from this procedure.
5. An electronic notification will be sent to students who are approaching the course repeat limit.
6. The Records Office will provide Advisors with information on those students taking a course for the fourth time.
7. Students enrolled in selective admissions programs must abide by their respective program policies regarding the repeating of technical courses.

These procedures were reviewed by the Academic Standards Committee for implementation through the Office of the Provost.

Any changes to the procedures must be submitted to the Board Secretary for President's Cabinet review.

These procedures conform to the amended POLICY approved by the Board of Trustees on November 12, 2013, and said policy has been filed with the State of Ohio Electronic Rule Filing with the policy effective date of November 23, 2013.