

APPENDIX X

3358:11-2-25 Repeating courses a course policy.

- (J) Purpose. A student may repeat any course regardless of the previous grade received according to the guidelines established by the office of the provost. Guidelines for repeating a course are in the online college catalog on the Owens community college web site.
- ~~(K) Guidelines.~~
- ~~(1) The limit on the total number of times a student is permitted to take a course is four. A withdrawal (dropping a class) is not counted as a repeat.~~
 - ~~(2) A student must repeat all courses required for graduation in which a failing grade has been received.~~
 - ~~(3) Courses designated as electives, but used to fulfill the graduation requirements, also must be repeated if failed.
 - ~~(a) Alternate courses may fulfill the elective requirement; however, the original course grade will continue to be computed in the grade point average unless it specifically is repeated.~~~~
 - ~~(4) Students enrolled in selective health programs must abide by their respective program policies regarding the repeating of technical courses.~~
 - ~~(5) Repeating courses may affect a student's eligibility for financial aid.~~
 - ~~(6) The original course(s) and grade(s) and all repeated courses and grades will remain on the official transcript of the student.~~
 - ~~(7) Only hours attempted and the grade earned in the repeated course will be used in calculating the grade point average even if the grade earned in the repeated course is lower than the original grade.~~
 - ~~(8) Before a student will be allowed to repeat a course for the third time, the student must meet with a member of the counseling staff to complete an academic plan for remediation. This plan must be reviewed and approved by the appropriate chair.
 - ~~(a) Both the counselor and chair will monitor the student's progress if allowed to take the course a fourth time.~~
 - ~~(b) One full academic term must elapse between registrations for the third and fourth repetition of a course.~~~~
 - ~~(9) Any student planning to transfer to another institution should be aware of that institution's policies concerning repetition of courses.~~

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Certification

Date

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