



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

PROCEDURE: Repeating a Course
Number: 4.2.7.1

Responsibility: Student Affairs
Last Updated: November 1, 2023
Related Policy: 4.2.7 Repeating a Course

President

Purpose:

The purpose of this procedure is to outline the process used to denote courses a student repeats and to document the process for students requesting an exception to the Repeating a Course policy.

Procedure:

1. A student may repeat a previously attempted course two times (for a total of 3 attempts) before requiring student support intervention. However, Federal financial aid and Veteran's programs may limit the number of times aid may be used to repeat courses. Additionally, students receiving financial aid should know that all coursework attempted will be calculated in assessment of Satisfactory Academic Progress standards for student financial aid purposes.
2. A student may petition their Navigator for an exception to permit a third repeat (4th attempt).
3. The Student Information System will mark all repeated courses on the student's record with the notation of "R". Grades of all course attempts will appear on the college transcript but only the highest grade earned will be calculated in the academic grade point average.