

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, as identified by an academic area through the curriculum review process, from this procedure.
  - (c) Students enrolled in selective admissions programs must abide by their respective program policies regarding the repeating of technical courses.
2. A student must repeat all courses required for graduation in which a failing grade has been received. When a student earns a course grade that does not meet the academic requirement of a program, the student must repeat the course required for graduation.
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.
  - (b) An appeal process may be sought by the student to request that the highest grade earned for the course be used in calculating the grade point average.
5. Each time a course is repeated, the student will be notified by email from the Records Office.
6. The Records Office will provide Advisors with information on those students taking a course for the fourth time.

Effective, February 26, 2022