



## Standard Operating Procedure

**Procedure Title:** Repeating a Course

**Procedure #:** RO.027

**Revision #:** 001

**Unit Responsible:** Registrar's Office

**Individual Responsible:** Registrar

**Effective Date:** 04/12/2024

**Initial Approval Date:** 01/20/2023

**Last Review/Update Date:** 04/12/2024

**Next Review Date:** 04/01/2027

**\*Does this procedure support a Board Policy?** Yes

**If yes, identify:** [3.030-Academic Records; 3.100-Credit for Previously Acquired Knowledge and Learning Experience](#)

Board policies can be found at: [LCC Board of Trustees Policy Page](#)

**\*Does this procedure support HLC criteria?** Yes

**If yes, identify:** [3D, 4A](#)

HLC Criteria can be found at: [HLC Accreditation Criteria](#)

**\*Does this procedure support a State or Federal Regulation?** No

**If yes, identify:** n/a

**\*Note:** Standard Operating Procedures should be in furtherance of some LCC policy and/or accreditation criteria, even if the relationship is not direct. Assistance in determining this information can be obtained from the Academic Procedure Advisory Committee (APAC) and/or the Accreditation Liaison Officer.



## Repeating a Course: BP 3.030, 3.100

### **1. Purpose**

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To ensure appropriate awarding of credit in cases of repeated courses and to ensure that appropriate advice and support services are provided for students repeating courses with grades less than 2.0.

### **2. Scope**

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This procedure applies to Student Affairs staff handling repeated courses.

### **3. Prerequisites**

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- Students are not allowed to use the same course more than once for credit toward a degree or certificate unless specifically required or permitted to do so by the program they are following.
- When a student repeats a course for a higher grade, the student's transcript will reflect every grade received for the course. However, only the highest grade is used in computing the Lansing Community College (LCC) cumulative Grade Point Average (GPA) and credits earned, except for the program-specific allowances cited above.
- In cases where a student has an LCC course grade of 0.0F, 0.0U, 1.0, 1.5, or 2.0, then transfers in an equivalent course and is issued TR (Transfer) or TRP (Transfer, Pass) credit, the LCC course will be excluded from computing the LCC cumulative GPA and credits earned.
  - If this exclusion of the LCC grade lowers the LCC cumulative GPA, an Academic Advisor may request the Registrar's Office to exclude the TR or TRP instead.
  - Regardless of which course is excluded, the other institution's course grade will not be used in calculating the LCC cumulative GPA.
- When a student receives a grade of less than 2.0, including W, ZF, or ZU, for a course reported on the transcript and remains academically eligible to continue taking courses, the student wishing to enroll in the same course again is strongly encouraged to work with an academic advisor and an academic success coach as well. This work will explore and clarify academic options, help identify barriers to the student's academic success at LCC, and develop possible strategies for improvement.

#### **4. Responsibilities**

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Registrar's Office – responsible for processing repeated courses in LCC's Student Information System (SIS). Academic Advisors and Academic Success Coaches are responsible for providing appropriate advice and support services.

#### **5. Procedure**

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1. Registrar's Office staff maintain rules governing the exclusion of repeated courses in the SIS.
2. When requested by a student wishing to repeat a grade of less than 2.0, including W, ZF, or ZU, an Academic Advisor and Academic Success Coach will provide appropriate advice and support services.
3. When grades are processed during and after each semester, the SIS automatically excludes courses that cannot be counted more than once for credit, then calculates the LCC cumulative GPA. When applicable due to incoming transfer credit, however, Registrar's Office staff may perform such exclusion prior to grade processing.
4. During processing of applications for graduation, if a student has earned credit more than once for a repeated course but is not following a program that requires or permits this, Registrar's Office staff will adjust the student's transcript with any appropriate exclusion(s).

#### **6. Reference**

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##### **For Students Receiving Financial Aid:**

Federal regulations limit the number of times a student may repeat a course while receiving financial aid for that course. This limit applies even if the student did not receive financial aid for earlier enrollments in the course.

- A student may receive financial aid to repeat a previously passed course (1.0 or higher) one additional time.
- A student may receive financial aid when repeating a previously failed course (0.0F, 0.0U, ZF, or ZU) regardless of the number of times the course was attempted and failed.
- A student who is taking a course that requires the student to enroll in the course multiple times to meet degree requirements may receive financial aid for these courses. ([Repeatable Coursework List](#)).

If a student retakes a course that does not meet the above criteria, the credits for the course will not count when determining federal financial aid eligibility (such as the Federal Pell Grant and Federal Student Loans); therefore, financial aid will be recalculated to exclude these credits. Also, financial aid must count every repeated course when determining credits attempted and earned.

**Selective Admissions:**

Students should contact Selective Admissions Programs for repeat policies specific to each program.

**7. *Definitions***

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- A repeated course is one that the student attempts more than once.
- [Pass/Fail Grading](#)
- [Grading System](#)
- [Selective Admissions](#)