



ACADEMIC OPERATING POLICY AND PROCEDURE

DATE: January 8, 2016

NEXT REVIEW: January 2018

SUBJECT: AOPP 1.14 -- REPEATING A COURSE

PURPOSE: This policy is to inform of the circumstances under which a student can repeat a course.

REVIEW: This AOPP will be reviewed every four years (or whenever circumstances require an earlier review) by the Associate Vice President for Academic Affairs (AVPAA) with recommendations for revision presented to Academic Council and the Vice President for Academic Affairs. Any change to this AOPP as a result of review will be effective the subsequent fall semester.

POLICY/PROCEDURE: Repeating a course may affect financial aid, athletic eligibility, or veteran's benefits. For financial aid purposes, a course in which a student has previously received a passing grade may not be used to satisfy the twelve-hour requirement needed to be classified as a full-time student. Repeated courses will be averaged into the GPA unless an *Application to Repeat a Course* is submitted to the Registrar's Office.

Course Repeat Policy

Students have the opportunity to repeat up to two courses (regardless of credit hours) for which final grades of D, F, or WF were recorded in the prior attempt, without the original grade being calculated in the cumulative grade point average. The following guidelines are used relative to the repeating of a course without the original grade being calculated in the cumulative grade point average:

- The second attempt must be completed within three semesters of taking the original course (not including Maymester and summer session).
- Students must submit a completed *Application to Repeat a Course* to the Registrar's Office before the last day of the term in which the course is repeated.
- Both the original and the second attempt of an individual course will be recorded on the transcript, but only the more recent grade will be calculated into the Young Harris College cumulative grade point average. (However, for Financial Aid purposes [including the HOPE scholarship], both grades will be calculated into the cumulative grade point average and both attempts will be counted as hours attempted.)

- The opportunity for the grade point average benefits of repeating courses as discussed here is available only when the course is both first taken and repeated at Young Harris College.
- Credits earned are used only once to fulfill graduation requirements.
- Courses repeated after completion of a baccalaureate degree may not be used to raise the GPA earned prior to graduation.

RESPONSIBILITIES

<u>Position</u>	<u>Section</u>	<u>Year</u>
Associate VP for Academic Affairs	Review	2015

APPROVED BY:

<u>/s/ Keith DeFoor</u>	2.2.16
Associate VP for Academic Affairs	Date

<u>/s/ Gary Myers</u>	2.2.16
Vice President for Academic Affairs	Date

<u>/s/ Gary Myers</u>	2.2.16
Chair, Academic Council	Date

<u>/s/ Matthew Byron</u>	3.2.16
President, Faculty Senate	Date

REVIEWED BY:

<u>/s/ Tammy Gibson</u>	3.16.16
Registrar	Date

APPROVED:

<u>/s/ Cathy Cox</u>	7.29.16
President	Date