

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**PROCEDURE**

**PROCEDURE NUMBER:** 4-1-404.20

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**PROCEDURE TITLE:** REPEATED COURSE

**BASED ON POLICY:** 3-1-314

**REVISION NUMBER:** 2

**OFFICE OF  
RESPONSIBILITY:** STUDENT RECORDS

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**PRESIDENT**

July 27, 2015  
**DATE**

**PURPOSE**

The purpose of this procedure is to outline the process used to identify and mark courses a student repeats and to document the process for students requesting an exception to the Repeated Course Procedure.

**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 academic progress standards for student financial aid purposes.
2. A student may petition the Retention Coordinator 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 most recent grade earned will be calculated in the grade point average.