

## **Academic Retake**

The number of times a student can enroll in the same course is two (first time plus one retake). **Students retaking a course more than twice must have approval from their program advisor or academic counselor prior to enrolling in the same course for a third time.** If a student appeals or asks for a variance of this retake policy, that appeal or variance will be acted on by a special school-wide board containing at least one member from the occupational area containing the program the student is enrolled in. A student must notify the Records Office when retaking a course. Both grades will show on the transcript, but only the second attempt will be figured into the cumulative grade point. In certain courses, instructors may allow the student to restudy and retest information. The final grade may reflect multiple attempts to retest.