Students may repeat a course to improve their grade point average if the initial grade was “D”, “NP”, “NPA”, “W”, “F”, or “FA”. When a student repeats a course for the first time, the initial hours attempted, hours earned and lower grade points are not included in the calculation of his/her grade point average. This privilege is given once per course. If the student should need to take a course a third time, as in the case of a repeated failure, the hours attempted for the course the second time remain in the grade point average calculation. Credit for a course is given only once, unless designated in the College catalog.

The courses must remain listed on the student’s transcript in all cases, with an explanatory notation on the transcript.