



Financial Aid and Scholarships  
Repeated Coursework Policy  
As of January 25, 2012

Grades of A, B, C, D, Y, P and S are considered course credit hours successfully completed.

Grades of W, F, U, I, IP, N and Z are considered course credit hours ***not*** successfully completed.

Students may receive federal financial aid funding for one (1) repetition of a course successfully completed.

A possible exception exists for courses that require a grade higher than "D" to be considered successfully completed to meet the requirements of the student's current active program. An additional exception exists for coursework with the same Department Name, Course Number and Title but whose content varies by quarter that is required to complete the student's current active program. All exceptions will require the student to complete and submit a *Repeat Coursework Appeal*.

Students taking repeated courses should consult with the Financial Aid and Scholarships office prior to registration to ensure repeated courses are counted appropriately for financial aid eligibility. In addition, a student may need to provide documentation from their Department Chair regarding the need to repeat courses.

Examples of repeated coursework that may or may not be counted for federal financial aid eligibility:

- A. Allowed: A student is enrolled in 12 credit hours which includes 3 credits repeating a previously passed course and withdraws from the course before the last day to withdraw. The next term, the student is again registered for 12 hours and repeats the same 3 credit course. Twelve credits will count for financial aid eligibility.
- B. Allowed: Student is enrolled in 15 credit hours which includes 3 credits repeating a previously passed course. Because the student is enrolled in a minimum of 12 credit hours which are not repeats, the student's financial aid eligibility is not impacted by the repeat.
- C. Not Permissible: Student is registered for 12 credit hours which include 3 credits which have been taken previously and received D and F grades. Since the student has taken the course twice, only 9 credits will count for financial aid eligibility.
- D. Not Permissible: Student receives a D in a course which does not have a minimum grade requirement for the current program and decides to repeat the course to improve his/her GPA. The student may repeat this passed course one time, but if the student wants to repeat it a second time, the second repeat would not count for financial aid eligibility. In this example, the student is enrolled in 7

credit hours, including the three credit second repeat so only four credits will count for financial aid eligibility.

- E. Allowed upon the successful completion of the *Repeat Coursework Appeal*: Repeated coursework may be counted if a student needs to meet an academic standard for a particular previously passed course, such as a minimum grade as required for completion of their valid active program. Example: Student received a D in course that requires a minimum grade of C for completion of his/her current valid active program. The student will need to appeal each attempt under this exception.
- F. Allowed upon the successful completion of the *Repeat Coursework Appeal*: A student may repeat a course where the Department Name, Course Number and Title are the same but the course content varies by quarter for a course that is required to complete their current active program. The student will need to appeal each attempt under this exception.

Students should be aware that all coursework attempted counts toward GPA and Completion Rate requirements as well as toward the maximum hours used to determine eligibility for federal financial aid.

Click here for the [Repeat Coursework Appeal](#) form and list of Department Chair office locations.