

DIN: 3140-1-01
Title of Policy: Repeating Courses

Policy

In order to successfully complete program requirements, a learner may repeat a course for which he/she is unsatisfied with the grade achieved. If they do not want the lower grade to be calculated in their GPA, learners must submit a Course Repeat Form and the repeated course must be exactly the same course (same number and title). The course must be one that is “owned” and delivered by Northwest Technical College.

Grades for repeated courses not calculated in the GPA shall be denoted by parentheses () on the transcript.

Purpose

To ensure that learners make satisfactory progress toward program completion.

Responsibility

The table below describes responsibilities for this policy:

Group/Individual	Responsibility
Registrar	Monitor compliance with this policy. Ensure transcripts correctly display repeated courses.
Dean of Academic Affairs	Ensure compliance with this policy.

Supporting References

Listed below are college document(s) that support this policy:
 3140-4-01 Course Repeat form

Compliance References:

Listed below are references to compliance requirements (e.g. MnSCU policy, federal regulations):

MnSCU Policy 3.29 College and University Transcripts
 MnSCU Procedure 3.29.1 College and University Transcript Procedure

The most current documentation is electronic; therefore, please discard printed copy after 24 hours. This does not apply to completed forms which are records.			Print Date: 09/28/07 5:11 PM	
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Title: Repeating Courses			Implementation Date:	
Approved: Dr. Quistgaard	Date: 8/16/05	Check here if policy should appear in campus handbook:	<input checked="" type="checkbox"/>	