



Blue Mountain Community College *Administrative Procedure*

Procedure Title: Repeating a Course
Procedure Number: 07-2003-0015
Board Policy Reference: I.B. Educational Opportunities
NWCCU Standard:

Accountable Administrator: Vice President Student Services
Position responsible for updating: Registrar
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Authorizing Signature: *signed original in file*
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Purpose/Principle/Definitions:

As a general rule if a student takes the same course twice, whether at BMCC or another institution, only one course may be used to satisfy certificate or degree requirements.

Repeating BMCC Courses:

Courses in music, art, Cooperative Work Experience and physical education may be repeated and the credit applied to program requirements. The grades and credits for such courses will be recorded on the transcript and totaled cumulatively. There are limits to the number of total credits allowed from those courses that can be applied toward meeting program requirements (see catalog for program requirements.)

Grades of Retaken BMCC Courses:

Students that retake a course and both courses are taken at BMCC, the most recent course will be calculated in the cumulative GPA and applied toward degree requirements. All course attempts and resulting grades will remain on the transcript. An "R" will be placed next to the grade of the repeated course used in the cumulative GPA calculation. The GPA associated with the unused course attempt(s) will not be used in the GPA calculation for that term or the cumulative GPA calculation.

Application of Transfer Courses as BMCC Course Retakes

If a student has repeat courses accepted for transfer from another institution, the college will use the best grade earned with a grade of "D" or better to meet certificate or degree requirements. Courses repeated at another institution are not included in BMCC GPA calculations. Some degrees and certificates may have specific policies on minimum grade earned or age of transfer courses.