Policy Statement

Terra State Community College (TSCC) allows students to repeat courses currently offered to improve their original grade.

Policy Details

1. After successfully repeating a course, the student should file a Course Repeat Form so that the new grade can be calculated into the GPA. Forms are available in the Student Records Office or by emailing recordsdept@terra.edu
2. Recognizing that course numbers and titles change over time, courses are considered repeatable when the following conditions are met.
   a. At least 70% of the course learning outcomes are contained in both courses. The faculty, or dean of the division, in charge of the discipline will confirm the threshold is met.
   b. The original course's credit hours are equivalent to or less than the repeated course's credit hours.
3. The repeated course and original course remain on the transcript.
4. The points received the first time the course was offered will not be calculated into the cumulative totals.
5. This policy applies only to the first recorded grade in a course that a student has repeated, and may not be used more than one time per course.

Procedures

1. Upon successful completion of the course, a Course Repeat Form needs to be completed and returned to the Student Records Office. S/U graded courses are not eligible for this policy since they do not affect GPA.
   a. Forms are available in the Student Records office, online, or by emailing recordsdept@terra.edu
   b. Forms may be emailed, faxed, or personally returned to Student Records.
   c. Incomplete forms will not be processed.
2. Student Records will process the form.
   a. The original course grade will be replaced by "FS." This will remove the credits and points from GPA calculations. Course will still appear on transcript with the "FS" grade.
   b. Students can view their updated GPA in their student portal.

Resources

The Course Repeat Form is available in the Student Records office, or on the community site at Departments > Records > Forms – Fillable

Documentation

Approval History

Date	Policy/Procedure or Entire Document	Notes (Types of Actions)	**Approved by
8-26-2004	Policy	Issued	CASA
10-18-2018	Policy	Revised	CASA
8/20/2019	Policy	Added Policy Number	Records
3/28/2023	Entire Document	New form, removed policy number, added Policy Details #4	Eric Steinberger
4/20/2023	Policy	CASA Approval with edits	Cory Stine, CASA Co-Chair

**Full name of CASA Committee Chair, signatory, or designee

Effective Date: 8/26/2004
Next Review Date: 3/30/2033