

Financial Aid & Scholarship Repeat Coursework Policy

Repeat Coursework Policy

1. Grades of A, B, C, D (including + and -) and CR are considered course credit hours successfully completed, regardless of minimum grades set for specific courses by departments.
2. Grades of I, T, W, UW, NC, or E are considered course credit hours **not** successfully completed.
3. Students may receive federal financial aid for only one (1) repetition of a course successfully completed previously as defined by the letter grades noted above.
4. A possible exception exists for coursework with the same Department Name, Course Number and Title but whose content varies by term **and** is required to complete the student's current active program of study. All exceptions require the student to complete and submit a *Repeat Coursework Petition* found at (insert URL).

Important Notes: Students taking repeated courses should consult with the Financial Aid & Scholarship Office personnel prior to registration to ensure repeated courses are counted appropriately for financial aid eligibility. In addition, a student may need to provide documentation from the academic Department Chair of their valid active program regarding the need to repeat courses.

Please note that all “attempted” coursework counts toward GPA and Completion Rate requirements as well as toward the maximum hours used to determine financial aid eligibility.

Financial Aid Eligibility Examples

Eligibility Allowed

1. Student is enrolled in 15 credit hours which include repeating a 3 hour class previously taken twice with a passing grade. Because the student is enrolled in 12 credit hours with classes that are not repeats the student's eligibility is not impacted due to the University's tuition plateau. (Note: taking 12 credit hours is considered full-time by Federal Financial Aid policy).
2. Student is enrolled in 12 credit hours which include repeating a 3 hour class not yet passed. Since the student has never passed the course, the student's financial aid eligibility is not impacted by the repeat.
3. Student submits the *Repeat Coursework Petition* and is approved. Student is allowed to repeat a course where the Department Name, Course Number and Title are the same but the course content varies by term and the course is required to complete their current active program of study. The student will need to make this same petition each semester.

Eligibility Not Allowed

1. Student is registered for 12 credit hours which include a 3 hour class previously repeated and passed with an A, B, C, D or CR grade. Since the student has taken the course twice, only 9 credits will count for financial aid eligibility.
2. A student is currently enrolled in 12 credit hours which include repeating a 3 hour class previously taken with a passing grade. Student withdraws from the course within the withdraw deadline and receives a W grade. The next semester the student registers for 12 credit hours and repeats the same 3 credit hour course. Only 9 credits will count for the financial aid eligibility.