

COURSE RETAKE AND GRADE REPLACEMENT

Course Retake

Students have the right to retake any course as long as current prerequisites and departmental and program requirements are satisfied. Only the highest grade is used in the computation of their total grade point average. Students may not receive duplicate credit for repeated courses, unless the college has designated the course as repeatable. If you have questions about repeating a course, you should meet with an Academic Advisor. Students who are receiving financial aid or Veterans benefits should consult with the appropriate office from which they are receiving aid before retaking a course. Students should contact the appropriate department or program for prerequisites and other course requirements.

For financial aid, students may repeat a course no more than one time, after which they may not receive funding for that class.

Grade Replacement

A student who has repeated a course may petition to have the higher grade remain on their transcript and have the lower grade changed to an "R" to indicate the course was retaken. Both the original and repeated course must be completed at TMCC. Students may replace up to 12 units of coursework. A "W" is considered an action, not a grade, and cannot be replaced by an "R." A student's academic standing (Dean's list, probation, suspension, etc.) cannot be retroactively changed by retaking courses. Students may not apply for grade replacement for courses in which they received a sanction for academic dishonesty.

Procedure: Students must submit a completed Grade Replacement Request Form (<http://www.t MCC.edu/admissions/downloads/>) online to the Admissions and Records Office.