

Pennsylvania College of Technology

Procedure Statement

Title: Course Repeat Limits (formerly
Limiting Number of Times
Students May Repeat a Course) **Number:** PR 4.28

Approved by: Presidential Action **Approved Date:** 09/1998
Implementation Date: 09/1998
Last Review Date: 08/2020
Last Revision Date: 08/2020

Persons/Departments Affected:
All students

Responsible Department:
Academic Affairs

Procedure:

- I. The transcript will identify repeated courses.
- II. The student's profile will list courses that the student has taken more than one time.
- III. A warning is displayed when students are scheduling a course for the final time permitted by the Course Repeat Limits Policy ([P 4.28](#)).
- IV. Students who fail to complete a course after the number of attempts provided herein receive notice of academic suspension from the dean of enrollment and academic operations or designee.

Revision History:

- Date: 08/2020 Revised language to account for graduate-level courses and reflect practice.
- Date: 02/2017 Changed (shortened) title of policy and procedure.
- Date: 02/2012 Alignment of language with current practice
- Date: 06/2004 Revision limited the number of times students may attempt developmental courses
- Date: 12/2001

Cross References:

Course Repeat Limits Policy, [P 4.28](#)