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: 11/2024
Last Revision Date: 11/2024

Persons/Departments Affected:
 All Students

Responsible Department:
 Academic Affairs

Definitions:
 Degree progress audit: visual representation of student's progression toward enrollment completion.

Procedure:
I. The transcript will identify repeated courses.

II. Students who fail to complete a course after the number of attempts provided herein receive notice of academic suspension from the Assistant Dean of Academic Operations or designee.

Revision History:
 Date: 11/2024 Updated title of Assistant Dean of Academic Operations and removed language about warning given to students when scheduling a course for the final time in new student information system.
 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