



<b>Title: Retake Policy</b>	
<b>Original Issue Date:</b> January 27, 2016	<b>Revision Date:</b>
<b>File Name:</b> RP	<b>Review Date:</b> January 27, 2016

BMCC ACE is under no obligation to allow students currently enrolled to re-take ACE courses. However, consideration will be given to student requests on a case-to case basis. Should such a request be granted, the following conditions will apply subject to further restrictions:

Repeating Classes for Students Enrolled in Certificate Programs:

- Students cannot request to re-take a course in which they have earned a grade of C- or better
- If the student has not completed the course with a grade of D or better and the course/grade is necessary to satisfy the certificate requirements, the course may be repeated once at the discretion of the College.
- If approved retakes will be subject to the availability of the next class and confirmed student enrollment
- If a student is unable to complete or has to drop a course, students are obligated to state in writing the reason and send the statement to the attention of BMCC’s ACE Bursar .
- Students dropping the course must pay off the remaining balance due to Continuing Education before attempting to register for a retake course
- With all retakes, there is a registration fee of \$25.00 in addition to \$25.00 administrative and processing fees.
- Students with a poor attendance record will not be eligible to request a retake of the course

In the event a retake request is rejected, Students may repeat BMCC's ACE courses at the current listed price subject to any remaining conditions.

BMCC Continuing Education reserves the right to make changes, edit, add or otherwise to the existing policy without further notification.