

Capstone Retake Policy

Purpose

To provide students with a fair opportunity to succeed in courses while maintaining academic standards and ensuring efficient progress toward graduation. This policy outlines the limits on retaking courses and the consequences of repeated failure of the Capstone course.

Scope

This policy applies to all students enrolled in the Capstone courses at Pierce Mortuary Colleges, Inc.

Policy Statement

Students are permitted to retake the Capstone course a maximum of three (3) times. Students who fail the course three times face academic dismissal from the college.

Policy Details

1. Retake Limits

- A student may retake the Capstone course up to **three times**.
- A "fail" is defined as a grade below the minimum passing grade of 75% set by the institution.

2. Impact of Retakes on Academic Standing

- Each retake will be recorded on the student's academic transcript. The highest grade (best grade) achieved in the course will be used in calculating the student's cumulative grade point average (CGPA).
- All attempts will be calculated in the student's total number of credits attempted for Max Retake (150%).

3. Academic Dismissal

- Students who fail the Capstone course on their third attempt will be **academically dismissed** from the college.
- The student will be notified in writing of the academic dismissal. Students who are dismissed due to failure of the Capstone course can submit an appeal of the decision.

4. Appeals Process

- A student who believes that there are extenuating circumstances (e.g., medical, personal) that impacted their performance in the Capstone course may submit an appeal to the Academic Appeals Committee.

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- The appeal must be submitted in writing within 7 days of receiving notification of academic dismissal.
- The committee will review the appeal and may make recommendations or decisions regarding an exception to this policy based on the merit of the student's case.

5. Communication and Support

- Students who fail a course will be advised by an academic advisor to discuss their performance, review potential reasons for failure, and develop strategies for success in future attempts.
- The college offers academic support resources, including tutoring, counseling, and other student services, to assist students in improving their academic performance.

Policy Review

- This policy will be reviewed annually to ensure its effectiveness and relevance. Any changes will be communicated to students and faculty as needed.