

NORTHWOOD TECHNICAL COLLEGE
HEALTH INFORMATION TECHNOLOGY
STUDENT POLICIES

FAILURE/REPEAT COURSE POLICY

Health Information Technology students may repeat a program curriculum course only once. In addition, students enrolled in the HIT program may repeat only three courses in their program during their progress toward graduation.

If a student has experienced a failure in an HIT curriculum course, and plans to take the course again, they must pass the course during the second attempt. If a student fails the same course a second time, they will be dismissed from the HIT program.

If a student fails four or more different HIT program curriculum courses, that student will be dismissed from the HIT program.

Examples:

The following is for a student who has not previously failed any program curriculum courses.

Student A		
Fall 2022		Student failed Digital Literacy (first failed course) and will have to repeat it during a future semester.
Medical Terminology	A	
Digital Literacy	C-	
Foundations of HIM	B	
English Comp I	B	
Spring 2023		Student passed second attempt of Digital Literacy, but failed English Comp I and General A/P (third and fourth failed courses). These will both have to be taken during future semesters.
Digital Literacy	B	
English Comp I	C-	
General A/P	C-	
Intro to Diversity	B	
Fall 2023		Student passed second attempt of General A/P, but failed CPT Coding (fourth failed course), and so will be dismissed from the program.
General A/P	B	
Human Disease	B	
CPT Coding	D+	
ICD Diagnosis Coding	B-	

Student B		
Fall 2022		Student successfully completed the semester.
Medical Terminology	A	
Digital Literacy	B	
Foundations of HIM	A	
General A/P	B-	
Spring 2023		Student has failed four courses and will be dismissed from the program.
Human Disease	C-	
CPT Coding	D+	
ICD Diagnosis Coding	D+	
Oral Communications	C-	