

III-1.024 Repeating a Course

A student is permitted to retake a course. Basic Skills courses may be repeated as many times as necessary for the student to meet his/her goals or to graduate. Since community service courses are self-supporting, there is no limit on the number of times a student may enroll. However, students may not retake occupational extension courses more than once unless they pay the full cost of their enrollment or unless they are required to take the course for certification or licensure purposes.

For credit courses, the last grade on any course repeated will be the grade used in computing the Grade Point Average (GPA) for graduation, and all grades will remain on the student's record. The repeated course will count only once toward meeting the number of credit hours required for graduation.

Procedure:

1. A student may repeat a course once simply by registering for the course a second time.
2. To repeat a credit course more than once requires approval of the student's advisor, department chair, and division chair. This approval must be obtained when the student has withdrawn from a repeated course after the ten-percent point but before final grades are assigned.
 - a. Recipients of veteran's education assistance will not receive benefits for a repeated course if they passed the course on a prior attempt.
 - b. A student may repeat a physical education course only once.
 - c. A student may repeat upholstery, carpentry or cabinet-making no more than five times.
3. The college will inform students of the policy that occupational extension courses may not be repeated more than once in a five-year period unless the student pays the full cost of the course. A Student who takes an Extension course more than twice will be billed for the difference in fees between the course's registration fee and the scheduled contact hour rate set by the State.
 - a. Courses repeated in order to renew a license or certification are exempt from this repeat rule.
 - b. Senior citizens are not exempt from the repeat rule; they must also pay the scheduled contact hour rate for repeated courses.
 - c. Lists of students who have taken courses twice will be provided to supervisors in continuing education. Supervisors will work with

instructors to identify students on the list who enroll for any course for a third time. If a student on the list enrolls in a course for the third time, the instructor will inform the student of the policy. The student will be asked to pay the difference between the course fee and the full cost, or will be dropped from the course.

- d. At the end of each term, the college will audit the class rolls to insure that this policy has been observed, and will not claim FTE for any student who has violated this policy.
4. Basic Skills courses may be repeated as many times as necessary for a student to achieve his/her goals or complete the program. Basis Skills courses include courses offered in Adult Basic Education (ABE), Compensatory Education (CED), English as a Second Language (ESL), General Education (GED), and Adult High School (AHS)

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