Purpose
Define criteria for students who wish to repeat coursework.

Definitions
Repeat course is to register for a course a second time without submission of petition to the Registrar’s Office.

Procedure
Students may repeat a course as necessary to:
1. Improve a grade
2. Acquire certification
3. Update knowledge and/or skills due to periodic content changes
4. Retain or upgrade job-related skills
5. For personal enrichment

CCC courses will count once towards fulfilling the credit requirements for any degree or certificate unless allowed in the degree or certificate requirements.

Additional rules applicable to Financial Aid Recipients:
Students who fail or withdraw from a class (grades of F, I, U, W) may repeat the class and receive financial funding again if, and only if, they have not been suspended due to Satisfactory Academic Progress or other eligibility criteria. Students who pass a course (A, B, C, D or S) and wish to take it again may do so one time with financial aid funding. If a student attempts to take a passed class for the third time, they will be denied financial aid funding for it. For more information, students should contact the Financial Aid Office.

References
34 CFR. § 668.22(d)

Procedure History
06/03/2003 New
11/07/2006 Revised
05/11/2011 Revised and Approved by College Council
03/09/2015 Revised
05/13/2015 Revised, and Approved by College Council
09/20/2019 Reviewed
10/25/2019 Revised, Renumbered from 303-09, and Approved by Executive Leadership Council

Legal Review
None