



## **Procedure 501-12 Repeating Courses**

**Sponsor: Registration and Enrollment Services**

### **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

