Repeating Courses

Purpose:

The purpose of this policy includes the following:
1. to describe what happens when a student repeats a course;
2. to delineate between repeating courses to get a higher grade or additional credit; and
3. to clarify how a repeated Writing Intensive (WI) course is used to meet the Associate in Arts (AA) WI requirement.

Background:

The College’s practices in this area were reviewed by the Academic Senate in Spring 2002. The Senate’s recommendations were submitted on May 7, 2002. In Fall 2002, the Senate developed the statement clarifying courses designated as “repeatable for credit.” On January 27, 2012, the Senate approved a revision to the policy to include the exception for program-specific requirements. In Spring 2014, the Academic Senate was requested by the Vice Chancellors for Academic Affairs and Student Affairs to review the policy to clarify its impact on the Writing Intensive (WI) requirement for the AA degree. The A.A. Degree requires a student to graduate with 3 credits of a “C” grade or higher in WI. The Registrar and the Senate’s Educational Policy Committee reviewed the policy. On May 9, 2014, the Academic Senate approved the revised policy.

Policy:

A student can repeat a course once without restrictions except when permission to repeat selected courses is determined by program-specific requirements; students are advised to check with their programs regarding specific requirements. For any subsequent repeats, students much register during late registration on a space-available basis with instructor approval.

Students may repeat a course for the following reasons:

1. For a Higher Grade:

If a student is repeating any course for a higher grade, credit is allowed only once. The GPA is calculated by using the highest of the grades received with the following exception for a grade of “C” or higher in a Writing Intensive (WI) course. In the event that a student completes a WI course with a “C” or higher, and previously completed or repeats the course without WI designation, the grade for the WI-course will be used to calculate the GPA. If the WI course is not completed with a “C” or

higher, and the student previously completed or repeats the course without WI designation, the higher grade will be used to calculate the GPA.

2. **For Additional Credit:**

   Certain courses may be designated as repeatable for credit and are identified in the catalog. The course may only be used once as an area requirement towards the Liberal Arts (AA) degree. When repeated, the course will count as a general elective. Cross-listed courses may be repeated for credit under one alpha only.

3. **For Higher Writing Intensive (WI) Grade:**

   If a student is repeating a WI course for a higher WI grade in the same course, then the higher WI grade is kept and the WI requirement is met.

All grades remain a part of the student’s permanent academic record.

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Revised Policy issued by: Norcen Yamanc, Chancellor