

Course Repetition

- A. A student who has completed a course twice with substandard (“D”, “F”, or “NC”) grades must adhere to the following:
1. Complete a “Third Enrollment” petition. The instructor of record must agree to allow the student to remain in the class until he/she can officially enroll in the course. The Division Chair and the Dean of Admissions and Records must approve the petition.
 2. The student can officially enroll in the course and pay fees during the third week of a primary term and during the second week of an inter-session.
 3. The student can withdraw from the course, but a “W” notation will be noted on the official transcript. The student will not be allowed to attempt the course for a fourth time.
 4. A student who repeats the course with a grade of “D” or better will be able to petition to use the most recent earned grade and grade point.
- B. A student who has completed a course twice with two “W” notations or a combination of a substandard (“D”, “F” or “NC”) grade and a “W” notation must adhere to the following:
1. The student must meet with his/her counselor and complete a waiver Form.
 2. The approval of the waiver by the counselor will be based on extenuating circumstances.
 3. The student will be able to officially register for the course during open registration.
 4. A student who earned a substandard grade, and repeats the course with a grade of “D” or better will be able to petition to use the most recent earned grade and grade points.
 5. The original substandard grade and or “W” notation(s) on the academic record will not be changed or expunged.