303-09 REPEATING COURSES—PROCEDURE

1. PURPOSE
Define criteria for students who wish to repeat coursework.

2. PROCEDURE
1.   Students may repeat a course as necessary to:
     a.   Acquire certification
     b.   Update knowledge and/or skills due to periodic content changes
     c.   Retain or upgrade job related skills
     d.   For personal enrichment

2.   Students may repeat a course up to 3 times after the initial attempt or as approved by the Registrar or designee.

3.   Courses at CCC will only be counted once towards fulfilling the credit requirements for any degree or certificate unless allowed in the degree or certificate requirements.

4.   Only the highest grade will be used in computing the grade point average. However, all grades will be posted on the permanent record and transcript.

5.   A student found repeating a course in violation of this procedure will have registration for the course canceled. Such cancellation may occur at the time of registration or whenever a College official becomes aware of the violation.

6.   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.

3. BACKGROUND
1.   Reference: Student Assistance General Provision 668.2(b)
2.   Revision history: 06/03/2003, 11/07/2006, 05/11/2011, (03/09/2015)
3.   Legal review: none
4.   Sponsor: Registration and Enrollment Services

Adopted by College Council: 05/11/2011, 05/13/2015

COCONINO COMMUNITY COLLEGE