

Glendale Community College

4225

Administrative Regulation

COURSE REPETITION AND WITHDRAWALS

A student may only be allowed to repeat the same credit course twice to alleviate substandard grades (F, D, NC, NP) or non-evaluative symbol (W), for a maximum enrollment of three times. All substandard grades and withdrawals shall count toward the three enrollments (i.e., retroactive).

The student will need to submit a *Request to Count Higher Grade* form in order to alleviate the substandard grade. The previous grade and credit will be disregarded in computing the student's GPA each time the course is repeated if the grade earned is a "D" or higher. The student's permanent academic record will be annotated such that all course work that has been taken and forgiven or repeated will remain legible, ensuring a true and complete academic history.

After two substandard grades, or two withdrawals, or one substandard grade and one withdrawal, the student must use a petition process to attempt the course the third time [i.e., *A Request for Third Enrollment (Second Repeat)* form]. If the petition is approved by the respective division chair, the student may register for the class for the third time.

GCC permits one additional funded enrollment on an appeal basis if a student needs to repeat due to significant lapse of time or due to extenuating circumstances. The student must submit the *Petition to Waive College Requirements* form to take the class a fourth time.

Extenuating Circumstances

In a case in which the student's grade and/or enrollment was the result of an extenuating circumstance, the student may file a *Petition to Waive College Requirements* form to repeat a class an additional time (whether the prior enrollment was due to a substandard grade or a withdrawal). Extenuating circumstances are a verified accident, illness, or other circumstances beyond the control of the student. When course repetition is approved pursuant to this provision, the district shall allow the previous grade and units to be disregarded in computing the student's grade point average each time the course is repeated.

Reference:

- Title 5 Sections 55024, 55040, 55045, 58161

Adopted: 3/12/02

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