

4225

Administrative Regulation

COURSE REPETITION AND WITHDRAWALS

Repetition Due to Substandard Grade:

A student may only be allowed to repeat the same credit course twice at GCC to alleviate substandard grades (D, F, 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.

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 subsequent 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.

Reference:

Title 5 Sections 55024, 55040, 55045, 58161

See Board Policy 4225

Adopted: 3/12/02

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