

## **Repeating Courses**

(Formerly AP668; refer to pp. 21-22 of SGP Handbook on Credit Enrollment, Withdrawal, Attendance, and Refunds for complete information)

-A student may take a course three times for credit. If a student wishes to repeat a course beyond three times, he must get approval from the corresponding department chair. Certain programs and academic disciplines may have time and frequency limitations on course repeats.

-The Vice President for Student Affairs and Enrollment Management, or designee, is responsible for the adherence to these procedures.

### **Repeating a Course:**

1. Students may repeat courses for audit with no regard to the initial grade earned or the number of years that have elapsed. Students must exercise the audit option at the time of registration.

2. Students repeating a course for which they received a T or X grade will be given these options:

- a. having the T or X deleted and the HACC grade substituted, or;
- b. taking the course for audit with the T or X grade remaining.

3. In all repeats, the highest grade earned for the course will be used to calculate the grade point average. If the student withdraws from a repeated course, the previous grade will continue to be used to calculate the grade point average (GPA). If the repeat course is assigned an I or Y status, the previous grade will continue to be used to calculate the GPA until the I or Y requirements are satisfied or not satisfied.

**4. To facilitate this process, advisors working with students interested in a fourth repeat should discuss the appropriateness of enrollment in the course and elicit responses to the following:**

1. The reason the student wishes to enroll in the course;
2. How the circumstances related to any past failures or withdrawals have been mitigated;
3. What steps the student plans to take to be successful in the course.

**This information should be submitted to Nancy Bobersky ([nbbobers@hacc.edu](mailto:nbbobers@hacc.edu))** along with the student's name and HACC ID. Nancy will secure the necessary permission from the chair and update registration permissions. The chair will notify the student and advisor of the outcome.

5. Central Student Affairs Staff will administratively withdraw and notify students who are not eligible to retake a class based on this procedure.

6. Some programs may have limitations or restrictions on repeating courses. Students should meet with an advisor or the program coordinator prior to enrolling in a repeat course to determine the impact on the student's educational plan.