

<b>COURSE REPETITION-----DRAFT</b>	<b>5156/ 4225</b>
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(Former BP 4225)

Reference: Title 5, Sections 55040, 55041, 55044, 58161

Cuesta College recognizes that a student may need to repeat some coursework in order to successfully meet their goals. Cuesta allows course repetition to support our student's success and in compliance with Title 5, Sections 55040, 55041, 55044, and 58161.

#### Repetition – Substandard Grades

Title 5, Section 55040

A student may reenroll up to two times in a course for which a substandard grade (less than a "C", 2.0) was earned. The repeated course must be taken for a grade, not Pass/No Pass (or CR/NC), to discount the original grade from their grade point average.

Students who received a substandard grade or withdrew from a class after three attempts will be blocked from reenrolling and must identify, through petition, consultation, and approval special circumstances that justify an additional enrollment in the course. Special circumstances are defined in Administrative Procedure #1.

In any course repetition, the last letter grade recorded will be used in calculating the grade point average. When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

Students who receive a substandard grade (less than "C", 2.0) in a course at Cuesta College may repeat the equivalent course at another accredited college or university. Once the course is complete, an official copy of that institution's transcript, with the repeated grade, must be submitted to Cuesta's records office with a petition for course repetition. The Cuesta course with the substandard grade will be discounted from the student's Cuesta grade point average. The student's permanent academic record will be annotated in such a manner that all work remains legible and the repetition information is clear.

Cuesta College honors the repetition actions of other accredited colleges and universities as notated on their official transcripts when determining the transfer of a student's credits.

See Administrative Procedure #1

Course Repetition Absent Substandard Academic Work  
Title 5, Section 55041

Repetition of a course for which a substandard grade has not been recorded, earned grade of C (2.0) or better, is not permitted unless the student, through petition, consultation and approval, identifies special circumstances that justify such repetition. The special circumstances are defined in Administrative Procedure #2.

Grades and units awarded for courses approved for repetition when a substandard grade was not recorded will not be included in the grade point average or units earned.

Unlimited repetition of coursework required for a student to meet legally mandated training requirements as a condition of continued paid or volunteer employment is allowed.

When course repetition occurs, the student's permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

Repeatable coursework, such as activity courses, will be identified in the college catalog.

See Administrative Procedure #2

Academic Renewal Without Course Repetition  
Title 5, Section 55044

Past coursework in which substandard grades (less than C, 2.0) were received may be alleviated (disregarded) from the student's grade point average if the work is not reflective of the student's present level of scholastic performance.

A minimum of two (2) years must have lapsed since the completion of the term to be alleviated. The policy may apply to no more than two semesters of substandard coursework, and the student may receive academic renewal just one time.

A minimum of 45 semester units must be completed at a satisfactory level (C, 2.0, or higher) to qualify for alleviation. If fewer units have been completed a correspondingly higher grade point average must be met. Minimum unit and grade point averages needed are described in Administrative Procedure #3.

When Academic Renewal occurs the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history. See Administrative Procedure #3