

*CHAPTER 4: ACADEMIC AFFAIRS
ADMINISTRATIVE PROCEDURE NO. 4228*

COLLEGE OF THE SISKIYOU

Procedure Manual

Title:	Course Repetition – Significant Lapse of Time
Adoption Date:	XXX
Review Date:	XXX
Revision Date:	3/2/10; May 14, 2013; XXX
Responsible Area:	Vice President, Academic Affairs
Responsible Office:	Vice President, Student Learning Office Instruction
Policy Reference:	Title 5 Sections 55043

Students may be permitted or required to repeat courses in which a “C” or better grade was earned where there was a significant lapse of time **of no less than 36 months** since the grade was obtained, and:

- The District has ~~defined “significant lapse of time” as a period of three years~~ **established a requirement for the recency of a prerequisite for a course or program;** or
- An institution of higher education to which a student wishes to transfer has established a recency requirement that the student cannot satisfy without repeating the course.

When a student needs to repeat an ~~activity~~ **active participatory experience** course **in physical education, or visual or performing arts, or that is related to content** due to a significant lapse of time, each repetition attempt will be counted toward the established repetition limits. However, if a student has already exhausted the number of permitted repetitions, then an additional repetition due to significant lapse of time may be permitted or required by the District.

When a course is repeated due to a significant lapse of time, the District may disregard the previous grade and credit when computing a student’s grade point average.

Process to request an additional repetition:

If a student passed a course with a “C”, “P” (Pass), or better, and wishes to repeat the class due to a significant lapse of time, the student must complete a “Course Repeat” form which is available online, in the Admissions and Records Office, and/or the Counseling Services Office. The

completed form is submitted to the Admissions and Records Office. The request will be reviewed, and either approved or denied by the Registrar.