

Title: Repeat Course Policy

Initial Action:

Board Resolution:

Last Revised:

Policy: 3/2/2022

Procedure: 3/2/2022

Last Reviewed: 3/2/2022

Effective:

Next Review: March 2025

Responsibility: Academic Programs

POLICY:

Students may attempt any course twice. Students are considered to be attempting a course if they are enrolled, for credit, after the end of the drop/add period. After two nonpassing course attempts, a petition to retake a course [see below] must be submitted by the student and approved by the appropriate Academic Dean in order for the student to register for the course. Exceptions to this policy are automatically granted when the course description allows or if the last prior attempt was more than five years ago. This policy does not supersede specific program or course progression policies.

PROCEDURE:

Students who wish to register for a course beyond two attempts must do the following:

If they passed the course previously, they must complete a petition to retake a course [see below] and submit it to the appropriate Academic Dean.

If they failed the course previously, they must:

- Meet with their Academic Advisor and/or Faculty Advisor to discuss whether a repeat of this course is in their best interest.
- If it is determined that another attempt is the best course of action, then the student must submit a petition to retake a course [see below] to the appropriate Academic Dean. This petition will include a rationale for the request, as well as a written plan for success.

Petition to Retake a Course after two Attempts

Name: _____

Cecil College ID #: _____

Course Number: _____

Course Title: _____

1. What is the highest grade that you have earned in this course thus far? _____
2. In what modality did you take the course (online, in-person, etc.)?

3. If you wish to retake this course for enrichment only, please check here _____. Do not complete the remainder of the form; just sign, date, and send the form to the dean.
4. If you wish to retake the course to improve your grade, please check any issues that may have interfered with your success in previous attempts:
 Personal life circumstances
 Job and/or college schedule
 Stopped attending
 Stopped doing the required work
 Other (please specify below)
 Choose not to divulge
5. Write a brief paragraph explaining your specific and detailed plan for success. Make sure to describe how you will overcome previous obstacles, as well as what strategies and resources you will use.

Advisor Signature: _____

Student Signature: _____

Date: _____

Registration Approval: (Yes/No)

Dean Signature: _____