



COMMUNITY COLLEGE
OF RHODE ISLAND

POLICY MANUAL

POLICY TITLE: 3.1.5 Repeat Course Policy

POLICY SECTION: 3.1 Academic Affairs

EFFECTIVE: Fall Term, 2015

REVISED: Academic Advisory 2/22/2013

A. BACKGROUND:

CCRI has a central focus on student success and has determined the maximum number of course repeats a student can enroll in to assist students in achieving their academic goals.

The purpose of the Course Repeat Policy is to provide intervention to assist students who have already taken a course, either successfully or unsuccessfully, three times, and wish to take it (an) additional time(s) in order to be successful, or more successful, in the course.

This policy governs students who have already enrolled in a course at least three (3) times, and who desire to enroll a fourth time.

B. POLICY STATEMENT:

Students may enroll in any given course, college level or developmental, a maximum of three (3) times. Enrollment does not imply completion. Students who withdraw any time after the drop period will be considered "enrolled" for the intents and purposes of this policy.

Any students wishing to enroll in a specific course for a **fourth** time for any reason must petition for permission to do so.

Departmental policies supersede this repeat course policy.

C. DEFINITIONS:

None

D. POLICY APPLIES TO:

This policy governs students who have already enrolled in a course at least three (3) times, and who desire to enroll a fourth time.

E. EXCEPTIONS:

Departmental policies supersede this repeat course policy.

F. RESPONSIBLE DEPARTMENT:

All credit courses fall under this policy.

G. PROCEDURES:

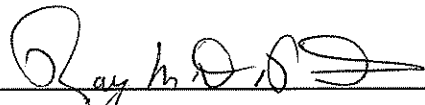
Any students wishing to enroll in a specific course for a fourth time for any reason must petition to do so by following the steps below:

1. Complete the **Repeat Course Request form** ([www: web address](#)) and accurately describe why a 4th attempt/enrollment is requested.
2. Meet with the respective department chair/program director to discuss and secure approval of request. At this time, it may be determined that the student who has not been successful in prior enrollments should be required to employ specific strategies during the requested repetition of the course, or required to complete designated interventions.
3. Meet with an advisor when deemed to be appropriate by the department chair/program director or faculty member.

Students being denied approval or those who disagree with required conditions for a 4th enrollment have the **right to appeal** the decision through the Academic Appeals Committee:

1. Meet with Advising and Counseling for assistance in preparing your academic appeal request.
2. Request is sent by the Advisor to the Appeals Committee for final decision.

APPROVED:


Ray M. Di Pasquale, President

Date

9-20-13