

EvCC6101P: COURSE REPEAT PROCEDURE

Original Date: April 28, 1983

Reviewed Date: January 17, 2013

Procedure Contact: Executive Vice President of Instruction, Student Services and University Center

PROCEDURE

Courses may be repeated to improve the grade earned, but credit is applied only once. Permission may be required to repeat a course, and/or requirements specific to an individual program of study may affect eligibility to repeat a course.

To repeat a course for the purpose of improving a grade, the student must register for the same course in which the poor grade was received and submit this form at the time of registration or no later than one full academic year after repeating the course, and pay all necessary fees. The course repeat process will be completed one week after grades have been posted to the transcript.

In the event that the course name/number has changed from the original enrollment, the student must obtain validation from the current instructor or division Dean that the classes are the same. That validation is submitted to Enrollment Services on the Course Repeat Card.

RELEVANT LAWS AND OTHER RESOURCES

[WAC 132E-161-010](#)

REVISION HISTORY

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APPROVED BY

Board of Trustees

President's Staff

Student Services Administrative Council