

COLORADO COMMUNITY COLLEGE SYSTEM
EDUCATIONAL SERVICES COUNCIL GUIDELINES

ES 4-87

Repeat Course Limits

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EFFECTIVE: Summer 2014
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REFERENCES:

ISSUED BY:



Dr. Jerry Migler, System Provost

Application

This guideline applies to the state system of community colleges.

Principle

In order to increase retention and student success, the state system of community colleges has the following limits with regard to repeated courses.

Guideline**Repeated Courses**

- The following guideline applies to all students taking credit bearing courses.
- Students will be limited in the number of times that they can take the same course.
- Certain courses are exempt from the repeat course procedure due to the nature/offering of the course.
- If a student has taken a course twice or more and attempts to register for the course an additional time, the student will not be able to register for that particular course until an action plan is created and approval granted by the college appointed staff member. Please note that the student is able to register for other courses without needing an action plan or approval as per college rules and regulations.
- If the college appointed staff member does not feel that the registration is warranted, the student **may appeal** via the college's designated appeal policy.
- If a student has taken a course three times and wants to register for the course a fourth time, the student **must appeal** via the college's designated appeal policy.