

IMPERIAL VALLEY COLLEGE

Summer Schedule 2014 - Instructions

REPEATING COURSES

Students who receive a grade of D, F, NC or NP in a course may repeat that course one time to earn a better grade. To repeat a course a second time a student will need to petition to repeat. After the second and/or third grade is earned, the previous grades and credits will no longer be included in the calculation of the GPA. All grades will continue to be shown on the student's transcript. **Also students now will only be allowed to repeat a class two times for a total of three enrollments to include the following evaluative and/or non-evaluative symbols: D, F, NC, NP or W.**

Some courses, such as PE activity courses, are designated as repeatable in the Class Schedule up to a maximum number of times. **Unless designated as repeatable, students are not eligible to repeat courses in which they have earned grades of A, B, C, CR or P except where special circumstances exist.** Justifiable circumstances may include a significant lapse of time since the course was taken **and** the course is needed to meet a recency requirement on the course by the district or another institution of higher education to which the student seeks to transfer, extenuating circumstances or the course is needed for employment or licensure.

To petition for an exception based on special circumstances, obtain the necessary form from the Admissions and Records Office or Counseling Center. The forms are also found online at <http://www.imperial.edu>. Click on *Admission, Registration, Student Records* and then *Repeat Petitions or Requests*. **Petitions submitted after the late registration period will not be considered for the current term.** If permission to repeat a course in which a grade of C or higher has been earned is granted, the new grade will appear on the transcript but will not be computed in the GPA, nor will additional credit be granted. Refer to the college catalog for additional exceptions and regulations regarding repeating a class.