

## MANUAL OF POLICY

<b>Title</b>	<b>Requirements for Students Registering for a Course More than Once</b>	<b>3336</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 1 of 1</b>
<b>Date Approved by Board</b>	<b>Board Minute Order dated July 15, 2004 As Amended by Board Minute Order dated April 28, 2005</b>	

Students registering for a course for which they have earned a grade of D, F, or W at the College, will be required to participate in mandatory advising/counseling and comply with the stated provisions included in the Student Success Agreement: Academic Improvement Plan or Probation Contract. Students not participating in mandatory advising requirement will have an administrative hold placed on their record. The hold, which will prevent registration, will be removed upon completion of the mandatory advisement session and completion of a Student Success Agreement: Academic Improvement Plan or Probation Contract.

Students registering more than two times for a course for which they previously have earned a grade of D, F, or W at the College will be limited to enrolling in no more than 13 credit hours during the fall and spring terms and seven credit hours during each of the summer terms. Exceptions to the credit hour limit will require the approval of the Division Dean over the repeated course.