Memo to Veronica Ogata  
February 19, 2015  
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Below is the policy:

Course Repeat Policy

Student may register for any course without restrictions twice. If a student attempts to register for the same course a third time, the student will receive the following error message: “Repeat Count Exceeded.” Students who want to request a repeat override must meet with a program/academic counselor or instructional faculty member to review their academic situation. Approval to repeat a course a third time is required. A counselor or faculty member must either provide an override online or sign off on the add/drop form to override the restriction and allow the student to register for the course.

When courses are repeated, the highest grade is counted for purposes of GPA calculation.

LR:li

c: Brenda Ivelisse, Vice Chancellor for Student Affairs  
Louise Pagotto, Vice Chancellor for Academic Affairs