

REPEATED ENROLLMENT, WITHDRAWAL & FORGIVENESS, FEE ASSESSMENT

Florida Statute (1009.285), State Board Rule(6A-14.0301) and Legislative action (House Bill 1545) deal with and limit the number of repeats allowed for courses, the rationale for allowing repeats, and the fee to be assessed for multiple attempts. This document seeks to clarify the matter and provide internal guidelines for application of the law, rules and legislation.

State Board Rule limits courses to be attempted a maximum of three times. This is defined as the original grade, repeat grades and withdrawals at any point in the semester. A fourth attempt may ONLY be allowed through an academic appeals process based upon major extenuating circumstances. Audits do not count as attempts; however, they do count as an enrollment that could lead to the payment of the full cost of instruction.

Students are only permitted to withdraw two times per course. Upon a third attempt, the student will not be permitted to withdraw and must receive a grade for the course.

Certain courses may be designated by the institution as repeatable. Statute is clear that for the college to make exceptions and allow courses to be repeatable they must be a requirement of a major or a requirement of a regulatory agency for currency in one's field. Courses such as Music Ensembles, Theatre Production and Applied Music fall under this category of allowable repeats. Nevertheless, each course has a maximum allowable based upon the related common course prerequisites that define transfer to the upper division upon graduation.

If a course is not designated as repeatable, a student should only be allowed to repeat it if they withdrew or earned a D, F or N grade. In essence, they cannot repeat courses that are passed with a grade of C or higher.

Lastly, Statute requires student enrolled in the same college credit course more than twice to pay the full cost of instruction, unless the college has defined the course as repeatable based upon programmatic requirements mentioned previously. House Bill 1545 allows the student to apply for and the college to grant a ONE time exception if the student is forced to withdraw because of documented extenuating circumstance, documented disability or documented financial hardship.

Additionally, statute does not allow the enrollments in the third attempt situation to be included in the college's calculations of FTE.

Currently we need to make some corrections to our processes and/or catalog descriptions.

- 1) Some courses are designated as repeatable and do not have programmatic reasons to substantiate this. These are being corrected.
- 2) Some courses are correctly designated as repeatable, but the catalog does not allow students to count as elective credit the repeated courses, even though they are fully transferable. This too is being corrected.
- 3) Courses that are designated as repeatable are listed as such because of academic degree requirements. Therefore, only students who are degree seeking and making progress in their degree path should be allowed to repeat these courses.
- 4) There needs to be two distinct processes for exceptions to the repeating of courses. The third attempt (full cost of instruction) students may be granted a ONE TIME exception if the student withdraws or fails previous attempts for extenuating circumstances. A fourth attempt may be allowed only through an academic appeals process. There is no exception regarding reducing the cost for this attempt.
- 5) Students should be blocked from registering for a second time in a course in which they earned a grade of A, B, or C, unless this course is designated as repeatable.
- 6) Students should be flagged when attempting to enroll in a course for the third time. The full cost of instruction should be applied unless documented extenuating circumstances, disabilities or financial hardship can be established. This may only be done once per course.
- 7) FTE for enrollment in the third attempts should not be included in calculations for state funding purposes.