

**CHAPTER 4: ACADEMIC AFFAIRS  
ADMINISTRATIVE PROCEDURE NO. 4228**

**COLLEGE OF THE SISKIYOU**

**Procedure Manual**

**Title:** Course Repetition – Significant Lapse of Time

**Revision Date:** 3/2/10; May 14, 2013

**Responsible Office:** Vice President, Student Learning Office

**Policy Reference:** Title 5 Sections 55043

Students may be permitted or required to repeat courses in which a “C” or better grade was earned where there was a significant lapse of time since the grade was obtained, and:

- The District has defined “significant lapse of time” as a period of three years; or
- An institution of higher education to which a student wishes to transfer has established a recency requirement that the student cannot satisfy without repeating the course.

When a student needs to repeat an activity course due to a significant lapse of time, each repetition attempt will be counted toward the established repetition limits. However, if a student has already exhausted the number of permitted repetitions, then an additional repetition due to significant lapse of time may be permitted or required by the District.

When a course is repeated due to a significant lapse of time, the District may disregard the previous grade and credit when computing a student’s grade point average.