



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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CITY COLLEGE | MESA COLLEGE | MIRAMAR COLLEGE | COLLEGE OF CONTINUING EDUCATION
Educational Services

May 4, 2023

TO: Admissions and Records, Counseling, Instructional Faculty

FROM: Victor DeVore, Dean, Student Services

SUBJECT: Repeating an In-Progress Course

This memo outlines a new business process for students who wish to re-enroll in an in-progress class they will not successfully complete. Effective Fall 2023, students will have the opportunity to enroll in the same class in a different semester or session, provided they meet all of the following requirements:

- Student must obtain documentation from their instructor that they will receive a substandard grade (D, F, or NP only).
- Student does not have any holds that prohibit enrollment.
- The withdrawal deadline must have passed for the in-progress class.
- Students may only be allowed to repeat an in-progress class during the semester's open registration period, and the add deadline has not lapsed.

Students must submit a Verification of Substandard Grade form (attached) from the instructor of record that the student will not receive a passing grade in the in-progress class, along with the class number they wish to repeat. If approved, the form will be processed by Admissions.

Please note that in-progress coursework only applies to classes taken within the San Diego Community College District. In-Progress coursework from outside the district will not be considered.

This new business process will provide students with additional opportunities to succeed academically.

Sincerely,

Victor DeVore
Dean, Student Services
Educational Services