

AR 4341 Re-Enrollment after Withdrawal Coursework

Santa Monica College permits re-enrollment in courses in which a student has received a recorded withdrawal under some limited conditions. Students may potentially enroll in a course in which they have earned unsatisfactory grades and/or recorded withdrawals a combined maximum of four times in accordance to the limitations noted below.

1. Definitions:

- a. Withdrawal coursework is defined as an instance where a “W” was received by the student for a course.
- b. A re-enrollment is defined as enrollment in a course after a “W” was obtained. AR 4340 specifies repetition limitations when unsatisfactory grades are obtained. Students may be permitted to reenroll in a “W” course a maximum of three times as specified below.
- c. While the term “repetition” is used in AR 4340 to indicate the repetition of a course where an unsatisfactory grade was earned, and the term “re-enrollment” is used in AR 4341 to signify re-enrollment in a course where a recorded withdrawal was given, they may both be used interchangeably in considering the maximum allowable repetitions/re-enrollments in courses. If a student earns an unsatisfactory grade or a recorded withdrawal after an initial enrollment in a course, the student may subsequently repeat/re-enroll a combined maximum of 3 additional times in accordance to the limitations noted below.

2. Re-Enrollment Limitations:

- a. A student obtaining a “W” in a course for the first time may reenroll in it one time (second enrollment) without counselor authorization.
- b. A student may re-enroll a second time (third enrollment) with counselor authorization only.
- c. A student may re-enroll a third time (fourth enrollment) only when extenuating and documented circumstances prevented the student from completing the course successfully on the third attempt. In this case, a Request for Special Consideration must be submitted through a counselor. A final decision for its approval will be made by the Dean of Counseling and Retention (or designee) and such decision will be final.
- d. Students with documented disabilities may re-enroll in a class beyond the limits imposed by this policy only when the appropriate DSPS faculty verifies the need to prepare the student for enrollment in other classes. These additional enrollments must be authorized by the DSPS Coordinator (or designee).
- e. Every original grade remains a part of the permanent record. The original recorded “W” and course units will be offset and annotated on the transcript. The semester's and cumulative units enrolled will be adjusted to reflect the course repetition. When the student completes a course with a grade (A-F, Cr, NC) only the first two Ws for the same course may be disregarded from units enrolled for purposes of calculating progress probation. Subsequent W's will be used in calculating progress probation status.
- f. In cases where a student has both a W recorded and an unsatisfactory grade in the same course, the second grade (A-F, Cr, NC) replaces them both.

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