

Polk State College District Board of Trustees Rule

Rule Number	Subject	Rule Making Authority	Statutory Reference	SBE Rule Reference	Effective Date
4.29	College Preparatory Instruction	FS 1009.28	FS 1001.64	6A-14-0301 6A-10-0315	3/26/12

Polk State College policies and standards in regard to students repeating college preparatory courses will be consistent with those adopted in State rule or policy.

I. The objectives of this rule are as follows:

- A. To define the number of attempts a student may have in any college preparatory course in a given skill area.
- B. To define the fee impact of repeating any specific college preparatory course in a given skill area.
- C. To define the overall policy and rule regarding repeating college preparatory courses.

II. Policy:

- A. Enrollment in college preparatory credit instruction to remediate deficiencies in skill areas identified by placement testing or other authorized and recognized methods may not extend beyond three (3) attempts in each required course in each identified skill area.
- B. Students who enroll in the same college preparatory course within a skill area beyond their second enrollment will be assessed tuition and fees at 100 percent of the full cost of instruction.
- C. Students who fail or withdraw from a class due to extenuating circumstances may appeal to the Petition Committee which recommends final action. The action of the Petition Committee is final.
- D. In addition, the College shall have the authority to reduce fees assessed in situations in which the application of this policy would create undue financial hardship for a student with documented financial need.
- E. Procedure 5023 addresses a process for reviewing cases of extenuating circumstances and/or financial hardship on an individual basis.
- F. Each attempt in a college preparatory course after the official drop/add period is over will count as a semester of enrollment in that specific course without regard to the grade earned or action taken in carrying out this policy.
- G. Students who have failed to remediate deficiencies in any course in any of the identified skill area(s) within three (3) attempts will not be permitted to enroll in any additional college preparatory or

credit course work requiring competence in the skill area until basic skill mastery equivalent to the placement test score cut-off for such area(s) has been demonstrated.

Students who have exhausted the three-attempts provision will be informed by Student Services of the options available to them for developing and demonstrating the mastery level required (see Board Rule 4.31).

History

Adopted: December 15, 1997

Revised: August 23, 1999; January 22, 2007; March 26, 2012

Distribution

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