

specific information on Records and Grading Policy. Forms and petitions are available online at [academic.cuesta.edu/admrreg/polforms.htm](http://academic.cuesta.edu/admrreg/polforms.htm) or at any [registration center](#). All registration forms require the student's signature, identification, and may require additional approval from a college official.

**Pass/No Pass (P/NP) Grading Option:** For courses identified as a grading option of GP in the online [Class Finder](#) or [Cuesta College Catalog](#), the student may change the grading option from a letter grade to Pass/No Pass grading (P/NP) within the first 20 percent of the course. Refer to the Cuesta College Catalog for the Pass/No Pass grading policy. Students are encouraged to consult Counseling staff if they have questions regarding graded courses for degree and transfer requirements.

**Credit Overload:** Enrolling in more than 19 credits in the fall or spring term or in more than nine credits in the summer. Approval from a Cuesta counselor is required.

**Schedule Conflict:** Students obtain approval by petition if enrolling in two courses whose meeting times overlap. Course meeting times and days must be clearly noted on the petition. The instructor whose class time will be missed must document how they will monitor and oversee the time to be made up. Approval signatures from both instructors are required.

## Course Repetition Policy

**Repeatable Course:** A repeatable course is identified in the [college catalog](#) and online [Class Finder](#) as repeatable more than one time.

- The student may petition to enroll in two sections of the same repeatable course if the length of the course is such that a student may enroll in two or more sections of the same course during the same period without being enrolled in more than one section at any given time.
- A student may repeat a course designated as a repeatable course including variable credit open-entry/open-exit courses up to the maximum number of allowed repetitions for that course.
- No more than two substandard grades may be alleviated within the allowable repeat limits for a repeatable course. If a course is repeated two or more times, the first two substandard grades will be excluded in calculating the student's GPA.
- Course repetition will not be allowed in a repeatable activity course beyond the maximum number of allowed repetitions for the course, which may be no more than three (3) terms/sessions.

**Non-Repeatable Course:** A non-repeatable course is a course in the college catalog that is not identified as repeatable.

- Substandard Grade - a grade of "D+," "D," "D-," "F," "FW," "NP," or "NC."
  - A student will be permitted to retake a non-repeatable course in which a substandard grade or "W" was earned one time without a petition.
  - If a student has earned a second substandard grade or "W" in a course, the student must agree and sign a Third Enrollment Agreement to be released to register for the third repetition of a course.
  - Each non-repeatable course in which a substandard grade has been earned may be repeated two times only for grade alleviation unless such repetition is provided by District policy. The repeated course must contain the equivalent credit value or higher. The previous grade and credit will be disregarded in calculation of the student's grade point average even if the previous grade was higher.
- Satisfactory Grade – a grade of "A," "A-," "B+," "B," "B-," "C+," "C," "P," or "CR."
  - A course in which a satisfactory grade was received may not be repeated unless such repetition is provided for in the official course description or by District policy.

**Limitations on Withdrawal ("W" symbol):** Each non-repeatable course in which a "W" has been earned may be repeated for a maximum of two times. The student may earn no more than three (3) withdrawals in the same course.

- Military withdrawals ("MW") do not count against the "W" withdrawal limit.
- A student who has previously earned a maximum of three (3) withdrawals for a course that has a petition approved to repeat may only earn a satisfactory or substandard grade for the course. The student may not earn an additional "W" symbol unless the student demonstrates extenuating circumstances to justify an additional withdrawal for the course.

**Petition to Repeat:** Students may submit a "[Petition to Repeat a Course](#)" under certain circumstances as provided by Title V, California Code of Regulations and Cuesta College Board Policy. Petition approvals are reviewed by the Director of Admissions & Records, the North County Campus Executive Dean, or designee.

- **Significant Lapse in Time:** A student may petition to repeat a course, one time, where a satisfactory grade of "C" or better was earned if:
  - the course is in a sequential series established by prerequisites such as math, science, and language courses and a period of two or more years has passed and an additional repetition of the course is essential for review of content in order to successfully advance to the next level;

- o the District has established a recency prerequisite for a course or program;
- o another institution of higher education to which the student seeks to transfer has established a recency requirement which the student will not be able to satisfy without repeating the course.

The grade and credit earned will not be included in the calculation of the student's grade point average.

**Disabled Student Accommodation:** A student may repeat a special class for students with disabilities any number of times as required as a disability-related accommodation under the following circumstances:

- When continuing success of the student in other general and/or special classes is dependent on additional repetitions of a specific special class;
- When additional repetitions of a specific special class are essential to completing a student's preparation for enrollment into other regular or special classes; or
- When the student has a student educational plan which involves a goal other than completion of the special class in question and repetition of the course will further achieve that goal.
- Authorization by Disabled Student Programs and Services (DSPS) staff or a medical professional's recommendation will be required on the petition.
- The grade and credit earned will not be included in the calculation of the student's grade point average each time the course is taken.
- **Legally Mandated Training:** A student may repeat a course any number of times as required to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. The grade and credit will be included in the calculation of the student's grade point average each time the course is taken.
- **Extenuating Circumstance – Prior Substandard Grades:** A student may petition to repeat a course, one time, based on extenuating circumstances in a prior enrollment in which three (3) substandard grades have been earned. Extenuating circumstances are extreme cases of documented, verifiable circumstances beyond the student's control.
  - o The previous grade and credit earned will be disregarded in the calculation of the student's grade point average if either a substandard or satisfactory grade is earned.
- **Extenuating Circumstance – Prior Satisfactory Grade:** A student may petition to repeat a course, one time, based on extenuating circumstances in a prior enrollment in which a satisfactory grade has been earned. Extenuating circumstances are extreme cases of documented, verifiable circumstances beyond the student's control.

- o The grade and credit earned will not be included in the calculation of the student's grade point average each time the course is taken.

## Registration Centers

Adds and drops by registered students will be processed at the locations below. The South County Center at Arroyo Grande High School is closed during the summer and term breaks.

### North County Campus Student Services

[Building N3000](#), (805) 591-6210

### San Luis Obispo Campus Student Services

[Building 3100](#), Student Service Center, (805) 546-3955

### South County Center

[Arroyo Grande High School](#), 495 Valley Road, (805) 474-3913

## Student Rights under FERPA

The [Family Education Rights and Privacy Act](#) (FERPA) affords a student certain rights with respect to their education records. These rights include:

- The right to inspect and review their own educational record.
- The right to seek to amend their own educational record.
- The student must make a written request to the Director of Admissions and Records at the San Luis Obispo Campus and provide the names of the records they wish to review or amend. The administrator will respond with the timeframe and location for the materials to be reviewed.
- The right to have some control over the disclosure of information from their educational records. One exception that permits disclosure without consent is the disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide service instead of using College employees or officials (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing her or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.
- The right to file a claim with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name