**Course Repeat Policy**

City College students are limited to registering for a course for a maximum of three times. This rule has been in force for over 10 years, but was not automatically monitored by the SIMS system. Now that CUNY First is in effect, enforcement of the policy has been automated.

Starting in the Spring 2014, students may take a course once and earn any grade, including a W. They may then repeat the course one additional time and earn any grade, including a W, without consulting an advisor. If a student tries to register for the course a third time, they will be stopped by CUNY First and referred to an advisor. If a student has a legitimate reason for retaking the course, e.g. they can prove they were sick one semester, the advisor may lift the stop and allow the student to register for the course one final time. If a student wants to take the course for an extraordinary fourth time, they must appeal to the Office of Academic Standards in their school and present a compelling reason.

Don’t fall into the trap of repeating courses over and over again while trying to use the F policy. In general, courses in Math and Science that have been repeated and failed twice, should not be repeated a third time because continued failure is likely. Instead the student should consider changing majors.