AP 4225 Course Repetition

Repeatable Courses

The District may designate the following categories of courses as repeatable:

1. Courses for which repetition is necessary to meet the major requirements of the California State University (CSU) or University of California (UC) for completion of a bachelor's degree;
2. Intercollegiate athletics courses; and
3. Intercollegiate academic or vocational competition courses.

The District shall identify all repeatable courses in the college catalog and schedule of classes.

Students enrolled in intercollegiate academic or vocational competition courses and courses related in content may not enroll more than four times.

When a repeatable course is repeated pursuant to this section, each grade earned shall be included in the calculation of the student's grade point average unless otherwise provided by law.

Course Repetition to Alleviate Substandard Academic Work

Students may repeat any course to alleviate substandard academic work.

Substandard academic work includes grades of:

- D
- F
- FW
- NP

If a student repeats a non-repeatable course and receives a satisfactory grade, the course may not be repeated under this section.

If a student repeats a course and receives another substandard grade, the student may repeat the course one additional time to alleviate substandard academic work.

The first two substandard grades may be disregarded in computing the student's grade point average if the student repeats the course two or more times.

No more than two substandard grades may be alleviated.

Repeated Coursework from Other Accredited Institutions

The District shall permit repetition of any course taken at an accredited college or university for which substandard academic work has been recorded.

In determining transfer credit, the District shall honor similar courses completed at other accredited colleges and universities.

Students seeking consideration of coursework repeated at another accredited institution can submit a Substandard Grade Repeat From Another College form and shall submit official transcripts to Admissions and Records for evaluation.

Significant Lapse of Time

A student may petition to repeat a course in which a satisfactory grade was earned when at least thirty-six (36) months have elapsed since the grade was earned and:

1. The District has established a recency prerequisite for a course or program pursuant to Title 5 Section 55003; or
2. An institution of higher education to which the student seeks to transfer has established a recency requirement that cannot be satisfied without repeating the course.

A student may petition for repetition when fewer than thirty-six (36) months have elapsed if documentation demonstrates that repetition is necessary to satisfy a transfer institution's recency requirement.

When a course is repeated pursuant to this section, the previous grade and credit shall be disregarded in computing the student's grade point average.

Repetition of Variable Unit Courses

Except for active participatory courses in physical education, visual arts, or performing arts, students enrolled in variable-unit courses offered on an open-entry/open-exit basis may enroll as many times as necessary to complete one time the entire curriculum of the course as described in the course outline of record.

Students may not repeat portions of the curriculum already completed unless:

1. The course is required for legally mandated training;

2. The course is a special class for students with disabilities and repetition is required as a disability-related accommodation;
3. Repetition is approved due to extenuating circumstances; or
4. Repetition is approved to alleviate substandard academic work.

When repetition of a portion of a course is approved pursuant to this section, the District may disregard the previous grade and credit in computing the student's grade point average.

Repetition Due to Extenuating Circumstances

A student may petition to repeat a course when the student's previous grade, whether passing or substandard, was at least partially the result of extenuating circumstances.

Extenuating circumstances are verified cases of accident, illness, or other circumstances beyond the control of the student.

The student shall submit a Petition for Course Repetition and supporting documentation to Admissions and Records.

The Superintendent/President or designee may approve the petition upon determining that sufficient documentation exists to support the request.

When course repetition is approved pursuant to this situation, the district policy may allow the previous grade and credit to be disregarded in computing the student's GPA each time the course is repeated.

Students with Disabilities

Students with disabilities may repeat a special class for students with disabilities any number of times when an individualized determination establishes that repetition is required as a disability-related accommodation pursuant to Title 5 Section 56029.

The District shall disregard previous grades and credit in computing the student's grade point average each time the course is repeated.

Legally Mandated Training

Students may repeat a course any number of times when repetition is required to meet a legally mandated training requirement as a condition of continued paid or volunteer employment.

Students may submit a Petition for Course Repetition from Admissions and Records and shall provide documentation demonstrating that the training requirement is legally mandated.

Grades and units earned through such repetition shall be included in the computation of the student's grade point average.

Significant Change in Industry or Licensure Standards

Students may repeat a course needed for employment or licensure because of a significant change in industry or licensure standards.

Students may submit a Petition for Course Repetition from Admissions and Records and shall provide documentation demonstrating that the repetition is necessary due to the change in standards.

Courses approved pursuant to this section may be repeated any number of times.

Work Experience Education

Students may enroll in work experience education courses in accordance with Title 5 Section 55253 and District procedures governing work experience education.

A maximum of fourteen semester credit hours or twenty-one quarter credit hours may be earned during one enrollment period in work experience education. Students may repeat a work experience education course subject to section 55040

Enrollment Limits

Students may not enroll in a course more than three times except as otherwise authorized by law.

Enrollments include any combination of:

- Withdrawals ("W");
- Repetitions;
- Substandard grades; and
- Other enrollments that count toward repetition limitations under applicable law.

For Repeatable Course limitations, see the above sections.

Petition Procedures

Students seeking approval under the provisions governing:

- Significant lapse of time;
- Extenuating circumstances;
- Legally mandated training;
- Significant changes in industry or licensure standards; or
- Other authorized exceptions to enrollment limitations,

shall submit a Petition for Course Repetition through the Admission and Records department.

Petitions shall include:

- Student identification information;
- Course and enrollment history;
- A written statement supporting the request; and
- Documentation demonstrating eligibility under the applicable repetition provision.

The Petitions Committee shall review petitions and obtain any necessary approvals in accordance with District procedures. Decisions made are then forwarded to the Admissions and Records department for processing.

Academic Record

Courses that are repeated shall be recorded on the student's permanent academic record using an appropriate symbol.

The permanent academic record shall be annotated in a manner that all work remains legible, ensuring a true and complete academic history.

Nothing in this procedure shall conflict with Education Code Section 76224 regarding the finality of grades assigned by instructors or with District procedures relating to retention and destruction of student records.

Catalog Publication

The Office of Instruction shall ensure that all repeatable courses and applicable repetition limitations are identified in the college catalog and schedule of classes.

References

Education Code Section 76224

Title 5 Sections 55040, 55041, 55042, 55043, 55044, 55045, 55253, 56029, and 58161