

# ACADEMIC SENATE 2<sup>nd</sup> READING – MAY 2, 2013 APPROVED

## VICTOR VALLEY COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE PROCEDURE

### INSTRUCTION Course Repetition

Chapter 4  
AP 4225

#### Reference:

Title 5: Sections 55000; 55023; 55040-55046; 58161

#### I. Definitions

A. Course Repetition – Course repetition occurs when a student who has previously received an evaluative symbol in a credit course re-enrolls in that course and receives an evaluative symbol.

B. Evaluative Symbol – Grades of A, B, C, D, F, FW, P, NP, CR, NC are considered evaluative symbols.

C. Non-Evaluative Symbol – Grades of W, I, IP, RD, MW are considered non-evaluative symbols.

D. Substandard Academic Work – Coursework for which the grading symbols of D, F, FW, NP, or NC have been recorded.

E. Repeatable Course – A course that can be repeated one or more times as identified in the college catalog and the official course outline.

F. Non-repeatable Course – A course not identified in the college catalog and the official course outline as repeatable.

G. Grade Alleviation – Repeating a course where a substandard grade was recorded in an effort to have the previous grade and credit disregarded from the computation of a student's grade point average.

#### H. Evaluative and Non-Evaluative Symbols

- **A:** Excellent
- **B:** Good
- **C:** Satisfactory
- **D:** Passing, less than satisfactory
- **F:** Failing
- **FW:** Failing (The FW symbol is assigned by the faculty member of record to a student who has both ceased participating in a course after the last day to officially withdraw from the course without having achieved a final passing grade and who has not received district authorization to withdraw from the course under extenuating circumstances.
- **P:** Pass
- **NP:** No Pass
- **CR:** Credit. Performance of the student has been equivalent to grades A through C-;

- **NC:** No Credit. Performance of the student has been less than that of CR level.

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE PROCEDURE

INSTRUCTION  
**Course Repetition**

Chapter 4  
**AP 4225**

- **W:** Withdrawal. Indicates that the student was permitted to withdraw from the course. It carries no connotation of quality of student performance and is not used in calculating grade point average or progress points.
- **I:** Incomplete Authorized. Indicates that a portion of required course work has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified, reasons and that there is still a possibility of earning credit.
- **IP:** In Progress. The “IP” symbol denotes that the class extends beyond the normal end of the academic term.
- **RD:** Report Delayed. Indicates that there has been a delay in reporting the grade due to circumstances beyond the student’s control.
- **MW:** Military Withdrawal. Military withdrawal may be requested when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses.

II. Repeatable Courses

- A. Certain courses are repeatable for credit and are so designated in the college catalog.
- B. Substandard grades for repeatable courses may be alleviated according to section 3 below.
- C. Only the following types of courses are repeatable:
  - (1) Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor’s degree. The district must retain supporting documentation that verifies that the repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor’s degree.
  - (2) Intercollegiate athletics, as defined in section 55000; and
  - (3) Intercollegiate academic or vocational competition, as defined in section 55000, where enrollment in the course and courses that are related in content is limited to no more than four times for semester courses. This enrollment limitation applies even if the student receives a substandard grade or “W” during one or more of the enrollments in such a course or petitions for repetition due to special circumstances.
- D. When a course is repeated pursuant to this section, the grade received each time shall be included for purposes of calculating the student’s grade point average.

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE PROCEDURE

INSTRUCTION  
**Course Repetition**

Chapter 4  
**AP 4225**

III. Non-Repeatable Courses

Students can only repeat courses designated as “non-repeatable” if they meet one of the criteria listed below. However, students may receive a “W” (non-evaluative) symbol and/or earn a substandard grade of D, F, FW, NP, or NC (evaluative symbol) no more than three times in the same course. The three enrollment limitation in non-repeatable courses is inclusive of any combination of W, D, F, FW, NP, or NC.

A. Repetition to Alleviate Substandard Academic Work

1. Any non-repeatable course may be repeated when the grade earned was substandard (D, F, FW, NP, or NC) or a non-evaluative symbol of “W” was reported.
2. Upon completion of a repeated course in which a substandard grade was earned, the most recent grade will be computed in the cumulative grade point average. The previous grade and credit shall be disregarded in the computation of grade point average, even if the previous grade was higher.

B. Course Repetition for Satisfactory Grades (“C” or better)

A course in which a grade of “C” or better was received may not be repeated unless such repetition is provided for in the official course description or by District policy. Only under specific conditions can a course be repeated in which a satisfactory grade (“C” or better) was earned.

1. Significant Lapse of Time. A student may repeat a course, one time, where a standard grade was earned after a lapse of no less than 36 months or if there is a properly established recency prerequisite for a course or program pursuant to section 55003 or if there is a documented recency requirement at an institution where the student is transferring. The grade and credit will be disregarded in the student’s grade point average. The course must be requested and approved through the petition process. Pursuant to petition, students may repeat a course where less than 36 months have elapsed if the student documents the repetition is necessary for the student’s transfer to an institution of higher education.
2. Legally Mandated Training Requirement. A student may repeat a course any number of times as required to meet legally mandated training requirements as a condition of continued paid or volunteer employment or the course is required for recertification in a technical or medical field regardless of whether substandard academic work has been recorded. The grade and credit will be included in the student’s grade point average each time the course is taken. The course must be requested and approved through the petition

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE PROCEDURE

INSTRUCTION  
**Course Repetition**

Chapter 4  
**AP 4225**

process. The student is required to certify or document that course repetition is legally mandated.

3. Occupational Work Experience. A student may repeat a course in occupational work experience under the circumstances described in section 55253. When an occupational work experience course is repeated pursuant to that section, the grade received each time shall be included for purposes of calculating the student's grade point average.

4. Disabled Students as part of a Disability-Related Accommodation. Special classes for students with disabilities can be repeated any number of times based on an individualized determination that such repetition is required as a disability-related accommodation for that particular student. The course must be requested and approved through the petition process. The previous grade and credit may be disregarded in computing the student's grade point average each time the course is repeated.

5. Extenuating Circumstances. A student may petition to repeat a course where a previous standard or substandard grade was earned, one time, for extenuating circumstances based upon extreme documented, verifiable situations beyond the student's control. The course must be requested and approved through the petition process.

6. Significant Change in Industry or Licensure Standards. A student may petition the district to repeat a course as a result of a significant change in industry or licensure standards such that repetition of the course is necessary for employment or licensure. Such courses may be repeated for credit any number of times. The course must be requested and approved through the petition process. The student is required to certify or document that there has been a significant change in industry or licensure standards necessitating course repetition.

7. Students may not enroll in two or more sections of the same credit course during the same term.

8. Students may not enroll in active participatory courses, as defined in section 55000, in physical education, visual arts or performing arts that are related in content more than four times. This limitation applies even if a student receives a substandard grade or "W" during one or more of the enrollments in such a course or petitions for repetition due to extenuating circumstances.

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE PROCEDURE

INSTRUCTION  
**Course Repetition**

Chapter 4  
**AP 4225**

IV. When courses are repeated under this procedure, the student's permanent academic record shall clearly indicate any courses repeated and be annotated in such a manner that the record of all work remains legible, insuring a true and complete academic history.

V. Nothing in this procedure can conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors, or with Title 5 or district procedures relating to retention and destruction of records.

VI. Apportionment will be limited as set forth in section 58161.

DRAFT