

Academic Affairs

AP 4225 COURSE REPETITION

Reference:

Education Code Section 76224;
Title 5, Sections 55040, 55041, 55042, 55043, 55253, 56029, and 58161

Students are approved to repeat up to a total of four courses in the following courses:

- Courses for which repetition is necessary to meet the major requirements of California State University (CSU) or University of California (UC) for completion of a bachelor's degree;
- Intercollegiate athletics courses; and
- Intercollegiate academic or vocational competition courses. Such courses may be repeated no more than four semesters.

Students may enroll in activity courses in physical education, visual arts, or performing arts. Such courses may not be repeated for more than four total semesters. This limit applies even if the student receives a substandard grade or "W" during one or more enrollments or if a student petitions for repetition due to extenuating circumstances.

When a student repeats a course designated as repeatable to alleviate substandard academic work ("D," "F," "FW," "NP," or "NC"), the previous grade and credit shall be disregarded in the computation of grade point averages. No more than two substandard grades may be alleviated.

When a student with a disability repeats a class, the previous grade and credit shall be disregarded in the computation of grade point averages.

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

Annotating the permanent academic record shall be done in a manner that all work remains legible, insuring a true and complete academic history.

Nothing 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.

When the District is claiming apportionment under Title 5 Section 58161, students may repeat, up to a total of four semesters, courses designated as repeatable including courses in which substandard grades were awarded in one or more enrollments. If the student is repeating the course to alleviate substandard academic work, the District may disregard the first two substandard grades if the student repeats the class two more times. Students may also petition for approval to repeat, up to a total of four semesters, active participatory credit courses that are related in content, in physical education, visual art, or performing arts, including courses in which substandard grades were awarded in one or more enrollments.

Petitioning for approval includes:

Requirement to repeat courses after a significant amount of time is covered in AP 4228 Course Repetition – Significant Lapse of Time.

An institution of higher learning established a recency requirement, which the student was not able to satisfy without repeating the course. A student may petition if less than 36 months have elapsed and the student provides documentation that the repetition is necessary for transfer.

Course Repetition for variable unit courses as covered in AP 4229 Course Repetition – Variable Units.

Provisions for repeating a course taken at another accredited college or university for which substandard academic performance is recorded: the student must submit an official transcript and request that the course be evaluated through the Admissions and Records office.

Circumstances under which students may repeat courses in which a C or better grade was earned. Such course repetition requires a finding that extenuating or extraordinary circumstances exist which justify such a repetition. Extraordinary circumstances are those which would justify the District providing the student a refund. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. Grades awarded for courses repeated under these provisions may be included when calculating a student's grade point average.

Also Included as specifically covered in AP 4227 Repeatable Courses:

- Cooperative work experience courses

- Students with disabilities repeating a special class for students with disabilities
- Courses to meet a legally mandated training requirement as a condition of continued paid or volunteer employment
- Courses needed for employment or licensing because of a significant change in the industry or licensure standards.

The District shall develop and implement a mechanism to allow it to properly monitor course repetition.

Approved: **Date**

Academic Affairs

BP 4225 COURSE REPETITION

Reference:

Education Code Section 76224

Title 5 Sections 55040, 55041, 55042, 5504355044, 55253, 56029, and 58161

~~Note: This policy is legally required.~~

Students may repeat courses in which substandard grades (less than "C," and including "W", "FW," "NP," or "NC) were earned. ~~The Board has determined r~~Reasonable limitations on course repetition ares described in AP 4225 titled Course Repetition.

When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

Under special circumstances, students may repeat courses in which a C or better grade was earned. The special circumstances are defined in AP 4225 Course Repetition administrative procedures.

~~The Chancellor shall rely primarily on the Academic Senates to establish administrative procedures to implement this policy.~~

~~The District recognizes that the most recent completion of a course should most accurately reflect a student's academic progress, thus students MAY REPEAT for credit those courses taken for which grades of D, F, or NP were received. Except as provided in the catalog for specific courses or in cases of extenuating circumstances, a student, by state law, is limited to ONE ATTEMPT to repeat a course for the purpose of raising a substandard grade (D, F, or NP). The procedures for repeating a course are included in the Administrative Procedures.~~

Adopted: February 18, 2014; Edited November 2016.