

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.

Other courses which may be repeatable are:

1) Active Participatory Courses

Students may enroll in activity participatory courses in physical education, visual arts, or performing arts. The limitation for these three types of active participatory courses is in addition to the individual enrollment limitations. Students are limited to four aggregate semester enrollments in courses that are related in content. Withdrawals with a "W" and substandard grades are included in determining a student's total enrollments. 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.

2) Cooperative Work Experience Courses

A student may repeat cooperative work experience courses any number of times as long as they do not exceed the limit on the number of units of cooperative work experience set forth in Title 5 Section 55253(a); however, the grade received by

the student each time will be included in calculations of the student's grade point average.

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.

1) Significant Laps of Time

Students may be permitted or required to repeat courses in which a "C" or better grade was earned where there was a significant lapse of time of no less than 36 months since the grade was obtained and:

- The District has established a recency prerequisite for a course or program; or
- An institution of higher education to which a student wishes to transfer has established a recency requirement that the student cannot satisfy without repeating the course.

When a student needs to repeat an active participatory experience course in physical education, or visual or performing arts, or that is related in content due to a significant lapse of time, each repetition attempt will be counted toward the established repetition limits. However, if a student has already exhausted the number of permitted repetitions, then an additional repetition due to significant lapse of time may be permitted or required by the District.

When a course is repeated due to a significant lapse of time, the District may disregard the previous grade and credit when computing a student's grade point average. 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.

##### 2) Substandard Grade

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 exist 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.

##### 3) Variable Unit Open-Entry/Open-Exit

Students may be permitted to enroll in variable unit open-entry/open-exit courses as many times as necessary to enable them to complete the entire curriculum of the course once.

Students may not repeat variable unit open-entry/open-exit courses unless:

- The course is required for legally mandated training; or
- The course is a special class for students with disabilities which needs to be repeated; or
- Repetition of the course is justified by extenuating circumstances; or
- The student wishes to repeat the course to alleviate substandard work.

A student may not enroll in a variable unit open-entry/open-exit active participatory course in physical education, visual arts, or performing arts more than one time once a passing grade (“A”, “B”, “C”, or “P”) has been earned.

Also Included as specifically covered in AP 4227 Repeatable Courses:

Cooperative work experience courses

- 4) ~~Students with dDisabilities repeating a special class for students with disabilities~~

Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for the student for one of the reasons specified in Title 5 Section 56029.

- 5) ~~Courses to meet a lLegally mMandated tTraining requirement as a condition of continued paid or volunteer employment~~

Students are allowed to repeat a course when repetition is necessary to enable that student to meet a legally mandated training requirement as a condition of volunteer or continued paid employment. Students can repeat such courses any number of times.

- 6) ~~Courses nNeeded for eEmployment or lLicensing because of a significant change in the industry or licensure standards.~~

Students may petition 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 the student’s employment or licensure. Students can repeat such courses any number of times.

- 7) Military Withdrawal

Student on active or reserve duty in U.S. Military received orders compelling withdrawal. Upon verification of orders, enrollment does NOT count in maximum number of enrollments nor withdrawals

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

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**Approved:**    Date