

## AP 4225 Course Repetition

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

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### **Satisfactory Grade:**

~~When a student receives a satisfactory grade in a course that is not designated as repeatable [AP 4227], the student may not repeat the course except by petition under specific situations detailed below.~~

**NOTE: This procedure is legally required. Local practice may be inserted below, which must include the following:**

~~Students may petition for approval to repeat up to a total of **[insert number]** 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.~~

~~Students may enroll in activity courses in physical education, visual arts, or performing arts. Such courses may not be repeated for more than 4 semesters. This limit applies even if the student receives a substandard grade or "W" during one or more enrollment or if a student petitions for repetition for repetition due to extenuating circumstances.~~

**[Insert local processes for petitioning for approval]**

~~—**Substandard Grade:** A student may repeat a course in which a substandard grade (D, F, FW, NP or NC) or a withdrawal (W) was earned without petition for a maximum of three attempts. A student will be allowed to enroll in a course for the fourth time by filing a petition and receiving approval. The petition will be considered only if the withdrawal or substandard grade on the third attempt was the result of extenuating circumstances or significant lapse of time. Upon each repetition of a course to alleviate substandard academic work, the most recent evaluative grade earned will be computed in the student's cumulative grade point average and annotated on the student's permanent academic record.~~

When a student repeats a course designated as repeatable to alleviate substandard academic work (a "D," "F," "FW," or "NP"), 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.

**NOTE: Inclusion of the following depends on District practice. The elements are suggested as *good practice/optional***

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 or more times. Students may also petition for approval to repeat up to a total of four active participatory credit courses that are related in content, in physical education, visual arts, or performing arts, including courses in which substandard grades (less than "C," and including "FW" and "NP") were awarded in one or more enrollments.

**[Insert local processes for petitioning for approval, which may include]**

- A list of the specific courses or categories of courses, if any, which are exempt from course repetition.
- Requirements to repeat courses after a significant amount of time [ **include a definition of significant lapse of time, no less than 36 months** ] or the District has established a recency prerequisite.
- An institute of higher learning established a recency requirement, which the student will not be able to satisfy without repeating the course. A student may petition for repetition if less than [ **set period of time, such as 36 months** ] have elapsed and the student provides documentation that the repetition is necessary for transfer.
- Provisions for repeating a course taken at another accredited college or university for which substandard academic performance is recorded.
- Circumstances under which students may repeat courses in which a C or better grade was earned. Such course repetition requires a finding that extenuating.

emergency, or extraordinary circumstances exist which justify such repetition. Emergency conditions or extraordinary conditions are those meeting the requirements of Title 5 Section 58146 subdivision (b). 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  
[NOTE: When a course is repeated pursuant to this section, the District may allow the previous grade and credit to be disregarded in computing the student's GPA -- select shall or may ] be included when calculating a student's grade point average.

- Limits on the number of times students may repeat a course.
- Students may not enroll in a course more than three times, except in limited circumstances, described below. Enrollments include any combination of withdrawals and repetitions.
- Students may enroll in work-experience education.
- 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. [ NOTE: The District may allow the previous grade to be disregarded when computing the GPA each time the course is repeated. If the District determines to do so, include: The District will disregard previous grades in computing the student's GPA each time the course is repeated. ]
- Students may repeat a course any number of times where it is required for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment, regardless of whether the student recorded substandard work. [ Insert local procedure for students to certify the course is legally mandated. ]
- Students may petition to repeat a course needed for employment or licensing because of a significant change in the industry or licensure standards. Students may take these courses any number of times. [ Insert policy to require students to certify the course is needed because of a significant change in the industry or licensure standards. ]

#### Local

- A student may repeat a course due to extenuating circumstances. Extenuating circumstances shall be defined as verified cases of accident, illness, or other circumstances beyond the control of the student. If a district determines a student has met the requirements for extenuating circumstances the district may allow the student to enroll in the same course one more time and the previous grade

shall be disregarded in calculating the student's grade point average.

- A student may repeat a course due to significant lapse of time. Significant lapse of time shall be defined as a period no less than 36 months, or three years, since the last course enrollment. If repeating due to significant lapse of time, the prior grade must be satisfactory and there must be a properly established recency prerequisite for the course in the District, or there must be recency prerequisite for the course or program in place at the institution of higher education to which the student seeks to transfer. In the event of significant lapse of time, the previous grade shall be disregarded in calculating the student's grade point average.

Students are limited to four enrollments in the District in courses that are related in content in Exercise Science, Visual Arts and Performing Arts. Such courses must be designated in the College catalog. Enrollment in these courses includes any combination of grades, withdrawals and repetitions.

- A student may repeat courses that are offered for variable units on an open-entry/open-exit basis as many times as necessary to complete one time the entire curriculum of the course as described in the course outline of record, with the exceptions of courses in physical education, visual arts or performing arts courses.
- For purposes of this section, military withdrawals (MW) shall not be counted in the permitted number of enrollments as per Title 5 section 55024(d)(3) and 58161(c)(6).
- The District may disregard the first two substandard grades if the student repeats the class two or more times.

A student is allowed to repeat a course when repetition is necessary to meet a legally mandated training requirement if both the following conditions are met. The specific course or type of course is required by statute or regulation as a condition of employment, and the student is employed or seeking to be employed for a paid or volunteer job for which the course is required. Documentation must be provided by the student.

- A student is allowed to repeat a course as a result of a significant change in industry or licensure standards if both of the following conditions are met. That there has been a significant change in the industry or licensure standards since the student previously took the course, and the student must take the course again for employment or licensure. Documentation must be provided by the student.

A student is allowed to repeat a cooperative work experience course as long as they do not exceed the limits on the number of units of cooperative work experience set forth in Title 5 Section 55253(a). The grade received each time shall be included for purposes of calculating the student's grade point average.

A student with a disability can repeat special classes 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.