

AP 4225 Course Repetition

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

Date Issued: October 8, 2012

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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.

[Insert local processes for petitioning for approval]

~~Students are limited to four enrollments in the District in courses that are related in content in Exercise Science. Students may enroll in activity courses in Visual Arts and Performing Arts. Such courses may not be repeated more than four times. must be designated in the College catalog... Enrollment in these courses includes any combination of grades even if the student receives a substandard grade, or, withdrawals during one or more enrollments or if a student petition and for repetitions due to extenuating circumstances.~~

~~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.. Upon each repetition of a course to alleviate substandard academic work, t~~ No more than two substandard grades may be alleviated. 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 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 as part of the permanent record, ensuring 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 District is claiming apportionment under Title 5 Section 58161, A-students may-l repeat a course in which a substandard grade (less than "C," and including "FW" and "NP" D, F, FW, NP or NG) 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. The District may disregard the first two substandard grades if the student repeats the class two or more times.

[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
- Circumstances under which students may petition to repeat a course in which a C or better grade was earned. Such course repetition requires a finding that A-student may repeat a course due to extenuating, emergency, or extraordinary - circumstances exist which justify repetition (Title 5 Section 58146 subdivision (b). Extenuating circumstances shall be defined as are verified cases of accident, illness, or other circumstances beyond the control of the student. If petition is approved, a district determines a student has met the requirements for extenuating circumstances the district may allow the student is allowed 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 student must have a satisfactory prior grade must be satisfactory and, or the District or 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 the institution of higher education to which the student seeks to transfer has an established recency prerequisite. In the event of significant lapse of time, the previous grade shall be disregarded in calculating the student's grade point average.
- 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.

- An institute of higher learning with an established a recency requirement, which the student will not be able to satisfy without repeating the course, may petition for repetition if less than 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
- Students may not enroll in a course more than three times, except in limited circumstances describe below.

- Legally mandated: 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 may repeat a course any number of times, without petition, when 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, 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.

- Significant change in industry: A student is allowed to may petition to repeat a course any number of times if as a result of a significant needed for employment or licensing because 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.

- Work Experience: A student is allowed to may 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)55040. The grade received each time shall be included for purposes of calculating the student's grade point average-

~~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.~~

~~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.~~

- Students with disabilities: 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 for one of the reasons specified in Title 5 Section 56029.

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. Annotating the permanent academic record shall be done in a manner that all work remains legible as part of the permanent record, ensuring a true and complete academic history.~~

~~The District may disregard the first two substandard grades if the student repeats the class two or more times.~~

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).

~~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.~~