

AP 4225 Course Repetition

Reference:

Education Code Section 76224;

Title 5 Sections 55040, 55041, 55042, 55043, 55253, 56029, and 58161

Students may petition for approval to repeat up to a total of 2 courses in the following courses:

1. Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree.
2. Intercollegiate athletics courses and
3. Intercollegiate academic or vocational competition courses. Such courses may be repeated no more than four times for semester courses or six times for quarter courses.

Students may enroll in activity courses in physical education, visual arts, or performing arts. Such courses may not be repeated for more than **four** 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 due to extenuating circumstances.

When a student repeats a course designated as repeatable to alleviate substandard academic work (a "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.

If the District is claiming apportionment under Title 5 Section 58161, students may petition for approval to repeat up to a total of four (4) courses for semester courses

or six (6) quarter courses in which substandard grades (less than "C," and including "FW," "NP," or "NC") were awarded in one or more enrollments. The District may disregard the first two substandard grades if the student repeats the class two or more times.

The process for petitioning for approval may include the following:

1. A list of the specific courses or categories of courses, if any, which are exempt from course repetition.
2. Requirements to repeat courses after a significant amount of *no less than 36 months* or the District has established a recency prerequisite.
3. 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 36 months have elapsed and the student provides documentation that the repetition is necessary for transfer.
4. Provisions for repeating a course taken at another accredited college or university for which substandard academic performance is recorded.
5. 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 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 *or may* be included when calculating a student's grade point average. Note that the District may allow the previous grade and credit to be disregarded in computing the student's grade point average.
6. Limits on the number of times students may repeat a course.
7. 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.
8. Students may repeat an cooperative work experience course pursuant to District policy any number of times 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).

9. 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 that the District may allow the previous grade to be disregarded when computing the grade point average 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 grade point average each time the course is repeated.
10. 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. The students are required to provide documentation verifying that the course is legally mandated as condition for continued employment or volunteer assignment.
11. 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. Students may take these courses any number of times. The students will be required to provide documentation verifying that the course is required due to significant change in the industry or licensure standards.