

### **Administrative Procedure 4225 Course Repetition and Repeatable Courses**

This procedure addresses all options per Title 5 regarding course repetition and repeatable courses including

- student repetition when a satisfactory grade was received,
- student repetition when a satisfactory grade was not received,
- courses per Title 5 which are determined to be repeatable, and
- active participatory credit courses in physical education and visual or performing arts that are related in content.

#### **A. Alleviate substandard academic work [55040(b)(2), 55042]**

- (1) A student may petition for approval to repeat a course when a student was awarded a substandard grade a "D", "F", "FW", "NP" or "NC") or received a "W". Per Title 5 regulations, the student can only repeat the course twice (thus can only take the course three times).
- (2) When a student repeats a course to alleviate substandard academic work, the previous grade and credit will be disregarded in the computation of the grade point average.
- (3) Courses that are repeated shall be recorded on the student's permanent academic record using the appropriate symbol.
- (4) Annotating the permanent academic record shall be done in a manner that all work remains legible, insuring a true and complete academic history.
- (5) 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.

#### **B. Withdrawal (55024)**

- (1) As noted above in section A, when a student withdrew from a course and received a "W" the student may petition to enroll again in the credit course. The maximum a student can repeat a course when a "W" or when a substandard grade was received is twice (thus a student can only take the course three times)
- (2) The "W" shall not be used in calculating GPA, but must be used in determining probation and dismissal
- (3) Military withdrawal, withdrawals due to extraordinary conditions (58509), and withdrawals where the district determines discriminatory treatment has occurred do not count toward these enrollment limits.

#### **C. Significant lapse of time [55040(b)(3), 55043]**

- (1) A student may petition to repeat a course when the student received a satisfactory grade the last time the student took the course but where there has been a "significant lapse of time" of no less than 36 months.
- (2) However, repetition of a course for "significant lapse of time" can occur only if there is a properly established recency prerequisite for the course or program pursuant to Title 5 section 55003, or

- (3) Another institution of higher education to which the student seeks to transfer has established a recency requirement which the student will not be able to satisfy without repeating a specific course. Repetition is allowed even where less than 36 months has elapsed, if the student provides documentation that repetition is necessary for the student to transfer to the institution of higher education.
- (4) The previous grade and credit will be disregarded in computing the student's GPA.

**D. Recency requirement at an institution of higher education [55040(b)(3), 55043]**

- (1) As noted above in section C, a student may petition to repeat a course when "another institution of higher education to which the student seeks to transfer has established a recency requirement which the student will not be able to satisfy without repeating the course in question."
- (2) The student must provide documentation that repetition is necessary for the student to transfer to the institution of higher education.
- (3) The previous grade and credit will be disregarded in computing the student's GPA.

**E. Legally mandated [55040(b)(8)]**

- (1) A student may petition to repeat a course not marked as repeatable "in instances when such repetition is necessary for the student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment."
- (2) Such courses may be repeated for credit any number of times as legally required.
- (3) Students must certify or provide documentation that course repetition is legally mandated.
- (4) The grade received each time shall be included for purposes of calculating the student's grade point average.

**F. Significant change in industry or licensure standards [55040(b)(9)]**

- (1) A student 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."
- (2) The student must certify or provide documentation that there has been a significant change in industry or licensure necessitating course repetition.
- (3) The grade received each time shall be included for purposes of calculating the student's grade point average.

**G. Extenuating circumstances [55040(b)(5), 55045]**

- (1) A student who has earned a satisfactory or substandard grade may petition to repeat a course due to an extenuating circumstance – verified cases of accidents, illness, or other circumstances beyond the student's control.
- (2) The previous grade and credit will be disregarded in the computing of the student's grade point average.
- (3) This does not apply to courses designated as repeatable.

**H. Occupational Work Experience [55040(b)(6), 55253]**

- (1) Students may repeat all types of Cooperative Work Experience Education, but shall not exceed 16 semester units, subject to the following limitations:
  - a. General Work Experience Education: a maximum of 6 semester credit hours may be earned during one enrollment period in general work experience education.
  - b. Occupational Work Experience Education: a maximum of 8 semester credit hours during one enrollment period in occupational work experience education.
- (2) The grade each time shall be included for the purpose of calculating the student's grade point average.

**I. Variable unit open-entry/open-exit courses [55040(b)(4), 55044]**

- (1) A student is permitted to enroll in a variable unit open-entry/open-exit course as many times as necessary to complete the entire curriculum of the course once.
- (2) A student may petition to repeat a portion of such a course if the student has received a substandard grade. See section A above.
- (3) Under no circumstances may a portion of a physical education course be repeated.

**J. Special classes for students with disabilities [55040(b)(7)]**

- (1) A student with a disability may repeat a special class for students with disabilities any number of times based on an individualized determination that such repetition is required as a disability-related accommodation for that particular student for one of the reasons specified in Title 5 section 56029.
- (2) The previous grade and credit may be disregarded in computing the student's grade point average each time the course is repeated. All prior work must remain legible on the student's academic record to ensure a true and complete academic history.

**K. Courses required by CSU or UC for completion of a bachelor's degree [55040(b)(1), 55041(a)(1)]**

- (1) A course may be designated as repeatable if repetition of that course is required by CSU and/or UC for completion of a bachelor's degree
- (2) The district must retain supporting documentation that verifies that the repetition is necessary to meet the major requirements of CSU or UC for completion of the bachelor's degree. The supporting documentation must be retained by the district as a Class 3 record basic to audit as required by Title 5, 59020 et sq.
- (3) In most cases, the limit will be four (4) semesters.
- (4) The grade received each time shall be included for calculating the student's grade point average.

**L. Intercollegiate athletics [55040(b)(1), 55041(a)(2)]**

- (1) A student may repeat a course in which student athletes enroll to participate in an organized competitive sport sponsored by the district or a conditioning course which supports the organized competitive sport.

- (2) There is a limit of 350 contact hours per year per sport (of the 350 hours, up to 175 contact hours in courses dedicated to the sport and 175 contact hours in courses that focus on conditioning or skill development for the sport) OR the participation of a student for up to four (4) semester enrollments in the course [58161(d), 58162].
- (3) The grade received each time shall be included for calculating the student's grade point average.

**M. Intercollegiate academic or vocational competition [55040(b)(1), 55041(a)(3)]**

- (1) A student may repeat courses that are designed specifically for participation in non-athletic competitive events between students from different colleges.
- (2) The outcomes of the course must be tied to the student's participation in the competition.
- (3) The event must be sanctioned by a formal collegiate or industry governing board.
- (4) A student is permitted four (4) semesters of enrollment in one single course or a combination of courses that are related in content.
- (5) The enrollment limits apply even if the student receives a substandard grade or a 'W' during one of the enrollments or petitions due to extenuating circumstances as provide in Title 5, 55045.
- (6) The grade each time shall be included for calculating the student's grade point average.

**N. Active participatory courses in physical education, and visual or performing arts that are related in content [55040(c)]**

- (1) A student is not permitted to enroll in active participatory courses (those courses where individual study or group assignments are the basic means by which learning objectives are obtained) in physical education, visual or performing arts that are related in content more than four (4) times [four courses].
- (2) A course related in content includes any course with similar primary educational activities in which skill levels or variation are separated into distinct courses with different student learning outcomes for each level or variation.
- (3) The limitation on enrollment applies even if a student receives a substandard grade or "W" during one or more of the enrollments in such a course or petitions for repetition due to extenuating circumstance.
- (4) All grades and credits received count in calculating the student's grade point average.

AP 4227: Repeatable Courses, AP 4228: Course Repetition, Significant Lapse in Time, and AP 4229: Course Repetition, Variable Units have been merged into this AP 4225.

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