

Note: The following procedure is *legally required* to reflect recent changes to the Title 5 Regulations regarding repeatability and apportionment. Local practice may be inserted.

New CCLC – Procedure

DCEC Approved–9/24/12

DEC Reading–10/8/12

AP 4225 Course Repetition

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

Date Issued:

Satisfactory Grade:

When a student repeats a course that is not designated as repeatable and receives a satisfactory grade, then the student may not repeat the course again except by petition under extenuating circumstances or significant lapse of time. In the event of extenuating circumstances, the grade earned in the repeated course shall be counted in calculating the student's grade point average. In the event of significant lapse of time, the grade earned in the repeated course shall not be counted in calculating the student's grade point average.

Substandard Grade:

When a student repeats a course to alleviate substandard academic work, the previous grade and credit may be disregarded in the computation of grade point averages as long as the student is not allowed additional repetitions beyond a maximum of two times, for a total of three attempts, within the Grossmont-Cuyamaca Community College District.

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.

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.

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, 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.

Significant Lapse of Time:

For the purposes of this administrative procedure, significant lapse of time shall be defined as a period no earlier than 36 months, or three years, since the last course enrollment.

Occupational Work Experience:

Students are allowed to repeat an occupational work experience course if a college only offers one course in occupational work experience in a given field and that course is not offered as a variable unit open-entry/open-exit course. Where only one work experience course is offered subject to the above conditions, students may be permitted to repeat this course 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).

Limits on the Number of Times Students May Repeat a Course:

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).

A student may repeat a course in which a substandard grade (D, F, NP or NC) or a withdrawal (W) was earned without petition for a maximum of three attempts. Students 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. Extenuating circumstances shall be defined as verified cases of accident, illness, or other circumstances beyond the control of the student. Students are allowed to repeat a course without petition when repetition is necessary to enable that student to meet a legally mandated training requirement as a condition of volunteer or paid employment. Students can repeat such courses any number of times, even if they received a grade of C or better, however, the grade received by the student each time will not be included in calculations of the student's grade point average.

Students may repeat activity courses where the course objectives are met by repeating a similar primary educational activity and an expanded educational experience occurs, each time the course is repeated for the following reasons: The student's skills or proficiencies will be enhanced by supervised repetition and practice within class periods, and active participatory experience in individual study or group assignments is the method to learn the objectives. Examples of activity courses that qualify as repeatable courses include physical education courses and courses in music, fine arts, theater, and dance. Absent substandard academic work, courses may not be repeated for more than three semesters including summers and intersessions, for a total of four semesters of enrollment.

When an activity course is part of a sequence that represents multiple skill levels (such as beginning, intermediate, and advanced), students can complete one course or a combination of courses within the sequence for a total of four completions.

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.