

## AP 4225 Course Repetition

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

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](#).

~~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. ~~In the event of extenuating circumstances, the previous grade earned in the repeated course shall not be disregarded counted in calculating the student's grade point average.~~

~~A student may repeat a course due to~~ significant lapse of time. ~~In the event of extenuating circumstances, the grade earned in the repeated course shall not be counted in calculating the student's grade point average.~~ Significant lapse of time shall be defined as a period no earlier than 36 months, or three years, since the last course enrollment. ~~If repeating due to significant lapse of time, there must be a properly established recency prerequisite for the course in the district, or there must be a 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 earned in the repeated course shall not be counted in calculating the student's grade point average. ~~In the event of significant lapse of time, the previous grade earned in the repeated course shall not be disregarded counted in calculating the student's grade point average.~~

~~A student is allowed to repeat courses necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree. Supporting documentation that verifies that the repetition is necessary must be retained by the district as a Class 3 record basic to audit. The grade received each time shall be included for purposes of calculating the student's grade point average.~~

~~A student is allowed to repeat a course without petition when repetition is necessary to meet a legally mandated training requirement as a condition of volunteer or paid employment. Documentation must be provided by the student. 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.~~

~~A student is allowed 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 employment or licensure. Documentation must be provided by the student.~~

A student is allowed to repeat an occupational 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. However, a ~~Students is not are~~ allowed to repeat a general work experience course.

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.

~~When an active participatory 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/enrollments. 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 course must be designated in the College catalog. Enrollment in these courses includes any combination of withdrawals and repetitions.~~

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.

#### **Substandard Grade:**

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. A ~~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.

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.

~~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). 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.~~

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.

~~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.~~

~~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.~~