Chapter Four: Academic Standards

COURSE REPETITION

Nothing in this policy shall conflict with Education Code section 76224 or Title 5 section 55025 that pertains to the finality of grades assigned by instructors or pertaining to the retention and destruction of student records.

Definitions as provided under Title 5, Sections 55000 & 55045

The following definitions shall apply:

1. “Active participatory courses” are those courses where individual study or group assignments are the basic means by which learning objectives are obtained. (T5, §55000)

2. “Course repetition” occurs when a student who has previously received an evaluative symbol in a credit course, as set forth in section 55023, re-enrolls in that course and receives an evaluative symbol. (T5, §55000)

3. “Courses that are determined to be legally mandated” are courses that are required by statute or regulation as a condition of paid or volunteer employment. (T5, §55000)

4. “Course that are related in content” are those courses with similar primary educational activities in which skill levels or variations are separated into distinct courses with different student learning outcomes for each level or variation. (T5, §55000)

5. “Enrollment” occurs when a student receives an evaluative or non-evaluative symbol pursuant to section 55023 in a credit course. (T5, §55000)

6. “Extraordinary conditions” are those conditions meeting the requirements of section 58509 (a), allowing a community college to provide full refund of enrollment fees to a student. (T5, §55000)

7. “Intercollegiate academic or vocational competition course” is a course that is designed specifically for participation in non-athletic competitive events between students from different colleges that are sanctioned by a formal collegiate or industry governing body. (T5, §55000)

8. “Intercollegiate athletic course” is a course in which a student athlete is enrolled to participate in an organized competitive sport sponsored by the district or a conditioning course which supports the organized competitive sport. (T5, §55000)

9. “Extenuating circumstances” are verified cases of accidents, illness or other circumstances beyond the control of the student. (T5, §55045)
1. Courses in which a substandard grade or “W” has been received are limited to three enrollments:

A student may repeat a course, which is not designated as a repeatable course, in which a grade lower than a “C” has been received. Once the student has received a satisfactory grade (A, B, C or P), within the allowable three enrollments, he or she may not repeat the class again. Up to two substandard grades will be disregarded in calculating grade point average. A student may qualify to repeat a course after receiving a satisfactory grade under separate regulations.

An additional enrollment may be permitted on a petition basis for extenuating circumstances.

2. Additionally, courses may be repeated for credit after a student has received a satisfactory grade (A, B, C or P) if one of the following is true:

a) Students may repeat a portion of a variable unit open-entry/open-exit course as many times as necessary to complete the entire curriculum of the course one time as described in the course outline of record.

b) There is an extenuating circumstance beyond the student’s control which has been verified by the division administrator. A student can only qualify under this provision once for each course. In addition, a student may petition under this provision regardless of the previous grade earned.

c) Occupational work experience versus general work experience:
   - General work experience – does not need to be related to student goals.
   - Occupational work experience – must be directly related to student goals.
   - Only occupational work experience can be repeated. A student receiving a satisfactory grade in a general work experience course cannot repeat that course.
   - May re-enroll in occupational work experience if:
     i. There is only one course in a field.
     ii. The course is not variable unit open-entry/open-exit.
     iii. The course is not more than 8 semester units in one enrollment period.
     iv. A student cannot exceed 16 semester units (includes occupational and general work experience).

d) Students with a disability may repeat an approved class for students with disabilities any number of times based on an individual determination that such repetition is required as a disability-related accommodation for that student. See Section 4 for more information.

e) Students may repeat a course to meet legally mandated training requirements, after providing documentation of the said requirements. Such courses may be repeated for credit any number of times.
f) Students may 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 (i.e. employment requires updated skills and/or knowledge). Students must provide documents certifying the significant change in industry or licensure standards necessitating course repetition (i.e. letter from employer or job announcement showing the new material is required).

When any course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible ensuring a true and complete academic history. The first satisfactory grade shall be used in calculating grade point average unless stated otherwise.

3. **Repeatable courses may only fall under one of three categories:**

   a) The repetition is necessary to meet major requirements of CSU or UC for completion of a bachelor’s degree. The district will retain supporting documentation as a Class 3 record.
   b) Intercollegiate athletics.
   c) Intercollegiate academic or vocational competition.

Enrollment in repeatable courses is limited to no more than four times per course. All repeatable courses shall be published in the College Catalog each year. When a course is repeated pursuant to this section, the grade received each time shall be included for purposes of calculating the student’s grade point average.

Students enrolled in non-repeatable courses or re-enrolling in repeatable courses in excess of what is stated in the College Catalog will be officially (administratively) dropped from those courses.

4. **Section 504 and Title 5, Section 56029**

   Repetition is permitted to meet the requirements of Section 504 of the 1973 Rehabilitation Act, 29, USC Section 794

Course repetition will be permitted in specific special classes created for and funded by the Accessibility Support Center (ASC) for students with disabilities as verified by ASC under the following circumstances:

   a) When continuing success of the student in other general and/or special education classes is dependent on additional repetitions of a specific special class, or

   b) When additional repetitions of a specific special class are essential to completing a student’s preparation for enrollment into other regular or special classes, or
c) When the student has a student educational contract that involves a goal other than completion of the special class in question and repetition of the course will further the achievement of the goal.

Public Safety employer-sponsored students on probation or dismissal will not be prohibited from enrolling in Public Safety Inservice courses.

*Legal References:*
*Education Code Sections 66700, 70901, 70902 and 76224;*
*Title 5 Sections 55040, 55041, 55042, 55043, 55253, 58161 and 56029*

Adopted: December 7, 1992
Revised: January 12, 2004
Revised: February 21, 2013
Revised: October 3, 2013 (IC)
Revised: September 4, 2014 (IC)
Revised: November 6, 2014 (IC)
Revised: December 17, 2014 (CPC)