

AP 4225 Course Repetition

Reference: ***Education Code Section 76224; Title 5 Sections 55040, 55041, 55042, 55253, 56029, and 58161***

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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. If a district determines a student has met the requirements for extenuating circumstances the district may allow the student to enroll in the same course one more time and the previous grade shall be disregarded in calculating the student's grade point average.

A student may repeat a course due to significant lapse of time. Significant lapse of time shall be defined as a period no less than 36 months, or three years, since the last course enrollment. If repeating due to significant lapse of time, the prior grade must be satisfactory and there must be a properly established recency prerequisite for the course in the District, or there must be 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 shall be disregarded in calculating the student's grade point average.

A student is allowed to repeat a course when repetition is necessary to meet a legally mandated training requirement if both the following conditions are met. The specific course or type of course is required by statute or regulation as a condition of employment, and the student is employed or seeking to be employed for a paid or volunteer job for which the course is required. Documentation must be provided by the student.

A student is allowed to repeat a course as a result of a significant change in industry or licensure standards if both of the following conditions are met. That there has been a significant change in the industry or licensure standards since the student previously took the course, and the student must take the course again for employment or licensure. Documentation must be provided by the student.

A student is allowed to repeat a cooperative 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-

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.

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 courses must be designated in the College catalog. Enrollment in these courses includes any combination of grades, 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, FW, NP or NC) or a withdrawal (W) was earned without petition for a maximum of three attempts. A student 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.

The District may disregard the first two substandard grades if the student repeats the class two or more times.

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).

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.