

AP 4225 Course Repetition

References:

Title 5 Sections 55040, 55041, 55042, 55043, 55045 and 55253

When course repetition occurs, pursuant to this Administrative Procedure, the student's academic record shall clearly indicate any courses repeated using an appropriate symbol and be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

Alleviation of Substandard Work

Students receiving a substandard grade of D, F, FW, W or NP in a course may repeat the course, without petition, up to two times, for a total of three enrollments. If, under this provision, a student repeats a course not designated as a repeatable course and receives a satisfactory grade of A, B, C or P, then he or she may not repeat the course again under this provision and any further repetition of the course must be allowed under another provision of this Administrative Procedure. When a course is repeated, under this provision, the last evaluative grade earned shall be the grade used in the computation of the student's grade point average.

Legally Mandated Courses

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 receive a grade of C or better. The grade received by the student each time the course is taken will be included in the calculation of the student's grade point average. Prior to enrollment, the student must submit, to the District's Director of Admissions and Records, verifiable documentation that course repetition is necessary to complete legally mandated training required for volunteer or paid employment.

Designated Repeatable Courses

Students may repeat, without petition, courses that have been designated as repeatable courses. For this purpose, repeatable courses are those courses in which the course content differs each time it is offered or the course is an activity course where the student meets course objectives by repeating a similar primary educational activity and gains an expanded educational experience each time the course is repeated. Examples of activity courses include physical education courses and courses in music, fine arts, theater, and dance. Foreign language courses, ESL courses and non degree-applicable basic skills courses are not considered activity courses for purposes of this provision. Courses qualifying under this provision will be designated as repeatable in the College Catalogue. Courses designated as repeatable under this provision may not be repeated more than three times for a maximum of four enrollments. Each time a course is repeated under this provision, the grade received shall be included for purposes of calculating the student's grade point average.

Courses for Students with Disabilities

Students with disabilities may repeat, without petition, a special class for students with disabilities any number of times when an individualized determination from the Disabled Students Programs & Services Office (DSPS) verifies that such repetition is required as a disability related accommodation. Each time a course is repeated under this provision, the grade received shall be included for purposes of calculating the student's grade point average.

Cooperative Work Experience Courses

Students are allowed to repeat a cooperative work experience course if the college only offers one course in cooperative work experience in a given field. Where only one work experience course is offered in a given field, students may be permitted to repeat this course, without petition, 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). Each time a course is repeated under this provision, the grade received shall be included for purposes of calculating the student's grade point average.

Significant Lapse of Time

A student may repeat a course once, in which an A, B, C or P grade was earned, after a significant lapse of time, as defined by the District and described in the most recent edition of the College Catalog. In order to repeat a course under this provision, the student must petition the Scholastic Standards Committee for permission prior to enrolling in the course. When a course is repeated under this provision, the new grade awarded shall not be used in calculating the student's grade point average. However, the new grade may be considered by a specific program for admission to that program. Petitions for course repetition due to significant lapse of time can be obtained from and submitted to the Admissions and Records Office.

Extenuating Circumstances

In order to repeat a course, other than as expressly authorized by other provisions of this Administrative Procedure, the student must petition the Scholastic Standards Committee for permission, prior to enrolling in the course, on the basis that the student's previous grade was, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. Repetition, when permitted under this provision, is limited to one enrollment. When a course is repeated, under this provision, the last evaluative grade earned shall be the grade used in the computation of the student's grade point average. Petitions for course repetition due to extenuating circumstances can be obtained from and submitted to the Admissions and Records Office.