

AP 4225 Course Repetition

References:

Education Code Section 76224;
Title 5 Sections 55040, 55041, 55042, 55043, 55253, 56029, and 58161

NOTE: *This procedure is **legally required**. Local practice may be inserted below, which must include the following:*

Students may petition for approval to repeat up to a total of [**insert number**] courses in the following courses:

- Courses for which repetition is necessary to meet the major requirements of California State University (CSU) or University of California (UC) for completion of a bachelor's degree;
- Intercollegiate athletics courses; and
- Intercollegiate academic or vocational competition courses. Such courses may be repeated no more than four times for semester courses or six times for quarter courses.

Students may enroll in activity courses in physical education, visual arts, or performing arts. Such courses may not be repeated for more than [**four semesters or six quarters**]. This limit applies even if the student receives a substandard grade or "W" during one or more enrollment or if a student petitions for repetition for repetition due to extenuating circumstances.

[**Insert local processes for petitioning for approval**]

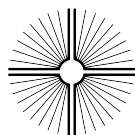
When a student repeats a course designated as repeatable to alleviate substandard academic work (a "D," "F," "FW," "or NP"), the previous grade and credit shall be disregarded in the computation of grade point averages. No more than two substandard grades may be alleviated.

When a student with a disability repeats a class, the previous grade and credit shall be disregarded in the computation of grade point averages.

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, insuring a true and complete academic history.

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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.

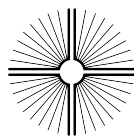
NOTE: *Inclusion of the following depends on District practice. The elements are suggested as good practice/optional.*

If the District is claiming apportionment under Title 5 Section 58161, students may petition for approval to repeat up to a total of [**insert number that is not more than four times for semester courses or six times for quarter courses**] courses designated as repeatable, including courses in which substandard grades (less than “C,” and including “FW” and “NP”) were awarded in one or more enrollments. If the student is repeating the course to alleviate substandard academic work, the District may disregard the first two substandard grades if the student repeats the class two or more times. Students may also petition for approval to repeat up to a total of [**insert number that is not more than four times for semester courses or six times for quarter courses**] active participatory credit courses that are related in content, in physical education, visual arts, or performing arts, including courses in which substandard grades (less than “C,” and including “FW” and “NP”) were awarded in one or more enrollments.

[**Insert local processes for petitioning for approval, which may include**]

- A list of the specific courses or categories of courses, if any, which are exempt from course repetition.
- Requirements to repeat courses after a significant amount of time [**include a definition of significant lapse of time, no less than 36 months**] or the District has established a recency prerequisite.
- An institute of higher learning established a recency requirement, which the student will not be able to satisfy without repeating the course. A student may petition for repetition if less than [**set period of time, such as 36 months**] have elapsed and the student provides documentation that the repetition is necessary for transfer.
- Provisions for repeating a course taken at another accredited college or university for which substandard academic performance is recorded.
- Circumstances under which students may repeat courses in which a C or better grade was earned. Such course repetition requires a finding that extenuating, emergency, or extraordinary circumstances exist which justify such repetition. Emergency conditions or extraordinary conditions are those meeting the

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requirements of Title 5 Section 58146 subdivision (b). Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. Grades awarded for courses repeated under these provisions **[NOTE: When a course is repeated pursuant to this section, the District may allow the previous grade and credit to be disregarded in computing the student's GPA -- select shall or may]** be included when calculating a student's grade point average.

- Limits on the number of times students may repeat a course.
- Students may not enroll in a course more than three times, except in limited circumstances, described below. Enrollments include any combination of withdrawals and repetitions.
- Students may enroll in work-experience education.
- 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. **[NOTE: The District may allow the previous grade to be disregarded when computing the GPA each time the course is repeated. If the District determines to do so, include: The District will disregard previous grades in computing the student's GPA each time the course is repeated.]**
- Students may repeat a course any number of times where it is required for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment, regardless of whether the student recorded substandard work. **[Insert local procedure for students to certify the course is legally mandated.]**
- Students may petition to repeat a course needed for employment or licensing because of a significant change in the industry or licensure standards. Students may take these courses any number of times. **[Insert policy to require students to certify the course is needed because of a significant change in the industry or licensure standards.]**

Revised 7/02, 8/03, 8/06, 8/07, 2/08, 4/09, 9/12, 10/13, 10/15, 10/16, 4/17, 10/17, 4/23

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