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Policy Area:	Chapter 4 Academic Affairs
References:	Legally Required

AP 4225 Course Repetition

(Replaces current SBCCD AP 4225)

Students may petition for approval to repeat up to a total of 16 units in the following courses:

- Courses for which repetition is necessary to meet the major requirements of CSU or 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.

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. 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.

When a student repeats a course designated as ~~repeatable~~nonrepeatable to alleviate substandard academic work (a "D," "F," "FW," "NP," or "NC"), 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.~~

A student with a disability may repeat a special class for students with disabilities any number of times based on individualized determination that such repetition is required as a disability-related accommodation for that particular student for one of the reasons specified in Title 5 Section 56029. The previous grade and credit shall be disregarded in the computation of grade point average each time the course is repeated.

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.

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 earning a satisfactory grade in a course may not enroll in that course again unless one of the following exceptions applies:

~~• In courses designated by the District as repeatable in accordance with AP 4227.~~

- ~~• In enrollments based on lapse of time in accordance with AP 4228.~~
- ~~• In variable unit courses offered on an open-entry/open-exit basis in accordance with AP 4229.~~
- ~~• In documented cases of extenuating circumstances for one additional enrollment in the same course as determined by the Scholastics Standards Committee. Extenuating circumstances are verified cases of accidents, illness, or other circumstance beyond the student's control.

 - ~~◦ Students must have received a passing or substandard grade on the prior enrollment, but not a withdrawal.~~
 - ~~◦ Prior grade will be disregarded in computing the student's GPA.~~~~
- ~~• In a cooperative work experience (Occupational work experience) course, if the course is not offered as a variable unit open-entry/open-exit course.

 - ~~◦ Students may earn up to a total of 16 units in all types of cooperative work experience education.~~
 - ~~◦ No more than 8 units of cooperative work experience in a given field may be taken during one term.~~
 - ~~◦ A student may repeat a cooperative work experience course any number of times so long as the student does not exceed the limits on the number of units of cooperative work experience education.~~
 - ~~◦ All previous grades and credits must be factored in computing the student's GPA.~~~~
- ~~• In classes designated as "special classes" as a disability-related accommodation for a reason specified in Title 5 Section 56029.

 - ~~◦ All previous grades and credits must be factored in computing the student's GPA.~~~~
- ~~• In a course that is required by statute or regulation as a condition of an individual student's paid or volunteer employment as determined by the Scholastic Standards Committee. Verification that the course is required by statute or regulation must be documented.

 - ~~◦ All previous grades and credits must be factored in computing the student's GPA.~~~~
- ~~• In cases of significant change in industry or licensure standards such that repetition of the course is necessary for the student's employment or licensure as determined by the Scholastics Standards Committee. Verification that the course is required for employment or licensure must be documented.

 - ~~◦ All previous grades and credits must be factored in computing the student's GPA.~~~~
- In courses designated by the District as repeatable in accordance with AP 4227.
- In enrollments based on lapse of time in accordance with AP 4228.
- In variable unit courses offered on an open-entry/open-exit basis in accordance with AP 4229.
- In documented cases of extenuating circumstances for one additional enrollment in the same course as determined by the College's Academic Exceptions or Scholastic Standards Committee. Extenuating circumstances are verified cases of accidents, illness, or other circumstance beyond the student's control.
 - Prior grade will be disregarded in computing the student's GPA.
- In a cooperative work experience (Occupational work experience) course, if the course is not offered as a variable unit open-entry/open-exit course. Students may earn up to a total of 16 units in all types of cooperative work experience education.
 - No more than 8 units of cooperative work experience in a given field may be taken during one term.
 - A student may repeat a cooperative work experience course any number of times so long as the student does not exceed the limits on the number of units of cooperative work experience education.
 - All previous grades and credits must be factored in computing the student's GPA.
- In classes designated as "special classes" as a disability-related accommodation for a reason specified in Title 5 Section 56029.
- In a course that is required by statute or regulation as a condition of an individual student's paid or

volunteer employment as determined by the Colleges Academic Exceptions or Scholastic Standards Committee. Verification that the course is required by statute or regulation must be documented.

- : In cases of significant change in industry or licensure standards such that repetition of the course is necessary for the student's employment or licensure as determined by the Colleges Academic Exceptions or Scholastics Standards Committee. Verification that the course is required for employment or licensure must be documented.

A student receiving a substandard grade may enroll in the credit course again under the following specified circumstances. Substandard academic grades include the grading symbols "D," "F," "FW," "NP," or "NC". Withdrawals from courses count toward the total enrollment limitation.

- ~~• A student whose prior enrollment resulted in a substandard grade or who withdrew from a course and received a "W".~~
 - ~~o The student may enroll one additional time and may be recommended to use available San Bernardino Valley College resources to pass the course.~~
 - ~~o If the student receives a substandard grade or withdrawal in the second enrollment, the student may petition to enroll in the same course a third time with the Counseling Department. The student must receive approval from their Counselor Designee to be approved to repeat the course.~~
 - ~~o A student may only enroll in the same course a fourth time if authorized by another provision of this policy.~~
 - ~~o A student may not receive a fourth Withdrawal in a course.~~
 - ~~o Military withdrawal, withdrawals due to extraordinary conditions (Title 5 Section 58509), and withdrawals where the district determines discriminatory treatment has occurred do not count toward the enrollment limit.~~
 - ~~o When a student repeats a course in which they received a substandard grade and the student receives a letter grade upon completion of the course, the first two prior grades will be disregarded in computing the GPA.~~
- ~~• In courses designated by the District as repeatable in accordance with AP 4227.~~
- ~~• In variable unit courses offered on an open-entry/open-exit basis in accordance with AP 4229.~~
- ~~• In documented cases of extenuating circumstances for one additional enrollment in the same course as determined by the Scholastic Standards Committee. Extenuating circumstances are verified cases of accidents, illness, or other circumstance beyond the student's control.~~
 - ~~o Students must have received a passing or substandard grade on the prior enrollment, but not a withdrawal.~~
 - ~~o Prior grade will be disregarded in computing the student's GPA.~~
- ~~• In a cooperative work experience course, if the course is not offered as a variable unit open-entry/open-exit course.~~
 - ~~o Students may earn up to a total of 16 units in all types of cooperative work experience education.~~
 - ~~o No more than 8 units of cooperative work experience in a given field may be taken during the one term.~~
 - ~~o A student may repeat a cooperative work experience course any number of times so long as the student does not exceed the limits on the number of units of cooperative work experience education.~~
 - ~~o All previous grades and credits must be factored in computing the student's GPA.~~
- ~~• In classes designated as "special classes" as a disability-related accommodation for a reason specified in Title 5 Section 56029.~~
 - ~~o Prior grades will be disregarded in computing the student's GPA.~~
- ~~• In a course that is required by statute or regulation as a condition of an individual student's paid or volunteer employment as determined by the Scholastics Standards Committee. Verification that the course is required by statute or regulation must be documented.~~
 - ~~o All previous grades and credits must be factored in computing the~~

~~student's GPA.~~

~~• In cases of significant change in industry or licensure standards such that repetition of the course is necessary for the student's employment or licensure as determined by the Scholastics Standards Committee. Verification that the course is required for employment or licensure must be documented.~~

~~• All previous grades and credits must be factored in computing the student's GPA.~~

- A student may enroll in the same course up to three times.
- A student may only enroll in the same course a fourth time if authorized by another provision of this policy.
 - In documented cases of extenuating circumstances for one additional enrollment in the same course as determined by the Colleges Academic Exceptions or Scholastic Standards Committee. Extenuating circumstances are verified cases of accidents, illness, or other circumstance beyond the student's control.
- A student may not receive a fourth Withdrawal in a course.
- Military withdrawal, withdrawals due to extraordinary conditions (Title 5 Section 58509), and withdrawals where the district determines discriminatory treatment has occurred do not count toward the enrollment limit.
- When a student repeats a course in which they received a substandard grade and the student receives a letter grade upon completion of the course, the first two prior grades will be disregarded in computing the GPA.
- In courses designated by the District as repeatable in accordance with AP 4227.
- In variable unit courses offered on an open-entry/open-exit basis in accordance with AP 4229.
- In a cooperative work experience course, if the course is not offered as a variable unit open-entry/open-exit course.
 - Students may earn up to a total of 16 units in all types of cooperative work experience education.
 - No more than 8 units of cooperative work experience in a given field may be taken during the one term.
 - A student may repeat a cooperative work experience course any number of times so long as the student does not exceed the limits on the number of units of cooperative work experience education.
 - All previous grades and credits must be factored in computing the student's GPA.
- In classes designated as "special classes" as a disability-related accommodation for a reason specified in Title 5 Section 56029.
- In a course that is required by statute or regulation as a condition of an individual student's paid or volunteer employment as determined by the Colleges Academic Exceptions or Scholastics Standards Committee Verification that the course is required by statute or regulation must be documented.
- In cases of significant change in industry or licensure standards such that repetition of the course is necessary for the student's employment or licensure as determined by the Colleges Academic Exceptions or Scholastics Standards Committee. Verification that the course is required for employment or licensure must be documented.

In addition to the foregoing enrollment limitations, a student's enrollment in active participatory courses in physical education and visual or performing arts is limited to four enrollments in levels and/or variations if the course the student is seeking to enroll in is related in content to one that he or she has previously been or is currently enrolled in unless an exception applies. All grades and credits received count in computing GPA, unless an exception applies. A course related in content includes any course 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.

~~• Enrollment based on significant lapse of time in accordance with AP 4228 count toward the four enrollment limit, except that if a student has exhausted the four enrollment limit, one additional enrollment in the same course may be permitted.~~

~~• In variable unit courses offered on an open-entry/open-exit basis in accordance with AP 4229, except that if the course is an active participatory course in physical education, in which case each enrollment in a portion of the course counts toward the limitation for courses that are related in content.~~

~~Courses designated by the District as repeatable in accordance with AP 4227 that are active participatory courses in physical education, visual arts, or performing arts are subject to the enrollment limitations for courses that are related content. Students may only have four enrollments in one course or a combination of courses related in content. All grades and credits received count in computing the student's GPA.~~

- Enrollment based on significant lapse of time in accordance with AP 4228 count toward the four enrollment limit.
- In variable unit courses offered on an open-entry/open-exit basis in accordance with AP 4229, except that if the course is an active participatory course in physical education, in which case each enrollment in a portion of the course counts toward the limitation for courses that are related in content.
- Courses designated by the District as repeatable in accordance with AP 4227 that are active participatory courses in physical education, visual arts, or performing arts are subject to the enrollment limitations for courses that are related content. Students may only have four enrollments in one course or a combination of courses related in content. All grades and credits received count in computing the student's GPA.

A student may repeat a course at another accredited college to alleviate a substandard grade ~~earned at Citrus College~~, except that not more than two substandard grades may be disregarded in one course. The student shall file a petition with the Admissions and Records Office and verify the grade with an official college transcript.

Grades disregarded through academic renewal in accordance with AP 4240 are not subject to the limitations outlined in this policy.

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, ensuring a true and complete academic history. Nothing herein shall be construed in such a way that it conflicts with Education Code Section 76224 pertaining to the finality of grades assigned by instructors, with Title 5, or District procedures relating to retention and destruction of records.

Transfer Credit

In determining transfers of a student's credit, similar prior course repetition actions by other accredited colleges and universities may be honored.

The Records Office shall keep records of all actions taken under course repetition procedures.

References:

Education Code Section 76224;

Title 5 Sections 55040, 55041, 55042, 55043, 55253, ~~and 56029~~ and 58161

Attachments:

[AP 4225 Course Repetition - Comments](#)
[AP 4225 Course Repetition - Legal Citations](#)
[AP4225 -OLD.pdf](#)
[comments 4225.docx](#)

Chapter Owner to review recommended language per Legal Update #31:

NOTE: This procedure is legally required. Local practice may be inserted here, 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," "NP," or "NC"), 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.

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," "NP," or "NC") 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," "NP," or "NC") 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 or extraordinary circumstances exist which justify such repetition. Extraordinary circumstances are those which would justify the District providing the student a refund. 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 repeat an cooperative work experience course pursuant to District policy 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).
- 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.]

Draft saved by Nikac, Stacey: Administrator

2/2/2018, 3:56PM EST

Comment by Nikac, Stacey: Administrator

2/25/2018, 7:08PM EST

Per DA 2/6/18: Legal Update #31 – October 2017 – Legal updates to be made by chapter Owners and brought back to District Assembly.

Comment by Nikac, Stacey: Administrator

2/25/2018, 7:08PM EST

Per DA 2/6/18: AP 4225 Course Repetition (should be forwarded to AS an agenda consent item)

Draft saved by Allen, Denise:

3/26/2018, 2:26PM EDT

Comment by Allen, Denise:

3/26/2018, 2:39PM EDT

Revised on 3.26.18 with input from Larry Aycock, CHC Director of Admissions and Records