

## COURSE REPETITION AND REPEATABLE COURSES

### I. COURSE REPETITION AND REPEATABILITY

#### A. Course Repetition to Alleviate Substandard Academic Work or After Withdrawal

A student may repeat a course in an effort to alleviate substandard (D, F, NP, and NC) academic work or after withdrawing (W, MW, or EW). Students may repeat a non-repeatable course for a maximum of two enrollments within the District except in limited circumstances as described below. Students do not need to petition for the first or second repeat of a course. Once the student has received a satisfactory grade (A, B, C, CR, or P), the student may not repeat the course again except as described in Section I.B. Only the first two substandard grades may be annotated as repeated on the transcript. Substandard grades earned beyond the first two will be calculated in the student's grade point average, but units completed will be excluded from the cumulative total.

#### B. Course Repetition Due to Special Circumstances

Students may be permitted to repeat a non-repeatable course where a satisfactory grade has been earned only in the following special circumstances. Students must petition and submit appropriate supporting documentation to the Admissions and Records Office for the college at which the student seeks to enroll.

1. **Legally Mandated Training Requirement:** A student may repeat a course an unlimited number of times where it is required to meet a legally mandated training requirement as a condition of continued volunteer or paid employment. A student may repeat such courses any number of times, regardless of whether the student previously received substandard grades.
2. **Employment of Licensing Requirement:** A student may repeat a course needed for employment because of a significant change in industry or licensure standards.
3. **Significant Lapse of Time:** A student may repeat a course in which a satisfactory grade (A, B, C, P, or CR) was previously earned AND an institution of higher learning has an established recency requirement of not fewer than three years AND the student is unable to satisfy this requirement without repeating the course.
4. **Extenuating Circumstances:** A student who has earned a satisfactory or substandard grade may petition to repeat a course due to an extenuating circumstance. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student. Extraordinary conditions are fire, flood, or other large scale catastrophic events.

5. Disabled Student Programs and Services: A student with verified disabilities may repeat a course designated as a “special class” for students any number of times when an individualized determination verifies that such repetition is required as a disability related accommodation for the student. All units and grades earned will be calculated in the student’s grade point average.
6. Military Service: A student who has been approved for a military withdrawal (MW) shall be allowed to repeat a course.
7. Cooperative Work Experience: A student may enroll any number of times and earn up to a total of 16 units in cooperative work experience subject to the following conditions:
  - a. Repetition of cooperative work experience education courses is limited to a maximum of six units in general work experience education.
  - b. A maximum of eight units may be earned during one enrollment period in occupational work experience education.

C. Repeatable Courses

The following types of courses may be designated as repeatable:

1. Courses required to meet the major requirements of CSU or UC for completion of a bachelor’s degree.
  - a. The District must retain supporting documentation that verifies that the repetition is necessary to meet the major requirements of CSU or UC for completion of the bachelor’s degree.
2. Intercollegiate athletic courses.
  - a. A student may repeat a course in which student athletes enroll to participate in an organized competitive sport sponsored by the District or a conditioning course that supports the organized competitive sport.
3. Intercollegiate academic or vocational competition courses.
  - a. A student may repeat courses that are designed specifically for participation in non-athletic competitive events between students from different colleges.
  - b. Enrollment in the course is limited to no more than four times. This enrollment limitation applies even if the student receives a substandard grade or W, MW, or EW during one or more of the enrollments.
4. Skills-based courses that are repeatable shall be identified and designated in the college catalogs.
  - a. Courses that are similar in content shall be grouped into a family of courses, (e.g. drawing).
  - b. Students are restricted to a maximum of four enrollments in courses designated as repeatable or in a family of courses. This limit applies even if the student receives substandard grades (D, F, NC, or NP) or withdrawal (W, MW or EW).
5. Special Class.

- a. Courses can be deemed a special class for students with disabilities when an individualized determination verifies that such repetition is required as a disability-related accommodation for the student.

6. Work Experience.

Students are permitted to repeat an occupational work experience course if a college only offers one course in occupational work experience in a given field and that course is not offered as a variable unit open entry/open exit course. Where only one occupational work experience course is offered subject to the above conditions, students may be permitted to repeat this course any number of times so long as they do not exceed the limit on the number of units of cooperative work experience.

II. REPETITION AND ACADEMIC RECORDS

When a course is repeated the District shall disregard the previous grade and credit and include only the most recent credit and grade in the student's grade point average.

- A. Students may submit a petition to the Admissions and Records Office for any repeated course not automatically annotated or to reverse automated repetition not desired. All enrollments shall be recorded on the student's transcript using an appropriate annotation.
- B. Students may use an equivalent course from an accredited college or university to annotate the first two substandard grades received at the college, only if the grade was earned subsequent to the grade received at the college.
- C. The colleges will honor the course repeat actions of other accredited colleges and universities in determining acceptance of credits and pre-requisites, but such courses will not be calculated in the GPA on an SOCCCD transcript.

The District shall develop and implement a process and procedure to monitor course repetition appropriately.

*References:*

*California Code of Regulations, Title 5, Sections 55040, 55041, 55042, 55043, 55044, 55253, 56029, and 58161*