



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

Repeatable Courses

Students may petition for approval to repeat a course up to a total of two (2) times in the following categories:

- 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;
- Intercollegiate academic or vocational competition courses. Such courses may be repeated no more than four times for semester courses; and
- Competency-based education courses.

Students may enroll, up to four (4) times, in activity courses such as physical education, visual arts, or performing arts. Such courses may not be repeated more than four (4) times. This limit applies even if the student receives a substandard grade or "W" during one or more enrollments or if a student petitions for repetition due to extenuating circumstances.

Petitioning for Approval

- Significant Lapse of Time (Title 5 Sections 55040(b)(3) and 55043)

A student may petition to repeat a course when the student received a satisfactory grade but where there has been a "significant lapse of time" of no less than 36 months. However, repetition of a course for "significant lapse of time" can occur only if there is a properly established recency requirement for the course or program pursuant to Title 5 section 55003, or another institution of higher education to which the student seeks to transfer has established a recency requirement which the student will not be able to satisfy without repeating a specific course.

Repetition is allowed even where less than 36 months has elapsed if the student provides documentation that repetition is necessary for the student to transfer to the institution of higher education.

The previous grade and credit will be disregarded in computing the student's grade point average (GPA).

- Recency Requirement at an Institution of Higher Education (Title 5 Sections 55040(b)(3) and 55043)

A student may petition to repeat a course when 36 months have elapsed since the last course attempt and “another institution of higher education to which the student seeks to transfer has established a recency requirement which the student will not be able to satisfy without repeating the course in question.”

Students petitioning for repetition must provide documentation showing that the course is necessary for the student to transfer to the institution of higher education.

Repetition is allowed even where less than 36 months has elapsed if the student provides documentation that repetition is necessary for the student to transfer to the institution of higher education.

The previous grade and credit will be disregarded in computing the student’s GPA.

➤ Work Experience Education (WEE) (Title 5 Sections 55040(b)(6) and 55253)

Students may repeat all types of Work Experience Education, but shall not exceed 16 semester units, subject to the following limitations:

- General Work Experience Education: A maximum of 8 semester credit hours may be earned per semester in general work experience education.
- Occupational Work Experience Education: A maximum of 8 semester credit hours per semester in occupational work experience education.
- When greater than 16 units is required by an outside accrediting body, a student may submit a formal request to the Vice President of Educational Services to enroll in up to 14 units per semester of WEE if determined necessary for completion or certifications. See AP 4103, Work Experience Education.

The grade each time shall be included for the purpose of calculating the student’s GPA.

➤ Significant Change in Industry or Licensure Standards (Title 5 Section 55040(b)(9))

A student may petition to repeat a course “as a result of a significant change in industry or licensure standards such that repetition of the course is necessary for the student’s employment or licensure.”

The student must certify or provide documentation that there has been a significant change in industry or licensure necessitating course repetition.

The grade received each time shall be included for purposes of calculating the student’s GPA.

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 these enrollment limits.

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. A student with a disability may repeat an educational assistance class, designed for students with disabilities, any number of times based on an individualized determination that such repetition is required as a disability-related accommodation for that particular student for one of the reasons specified below:

- a) When continuing success of the student in other general and/or educational assistance classes is dependent on additional repetitions of a specific class;
- b) When additional repetitions of a specific class are essential to completing a student's preparation for enrollment into other regular or educational assistance classes; or
- c) When the student has an Academic Accommodation Plan which involves a goal other than completion of the educational assistance class in question, and repetition of the course will further the achievement of that goal.

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.

The above regulations apply except where other educational code regulations allow for additional repetition.

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.

Students in direct assessment competency-based education (CBE) modules are permitted to repeat. Students in CBE pathways will have a maximum of three attempts to display mastery on each competency. A student can repeat modules after receiving a "PW" (Progress Withdraw) if approved by the faculty member and the counselor.

Board approval date: 2/17/09
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