

Administrative Procedure 4225 Course Repetition

Students who have received a substandard grade (that is, D, F, or NC) will be allowed to repeat that course only once. Students will not be permitted to enroll for a third time except under unusual circumstances and upon written permission of the division dean. Unusual circumstances are verified cases of accidents, illnesses, or other circumstances beyond the control of the student.

Upon completion of the repeated course, the previous grade and credit will be disregarded and the new grade and credit will be substituted in computing the grade point average (GPA).

Students who have received a substandard grade who then successfully complete an equivalent course at another accredited institution may petition the Records Office to have the previous grade and credit disregarded in computing their GPA and to have their academic record annotated.

If the course is one with lowercase letters such as Chinese 11ab or Journalism 11abcd and students repeat a course to alleviate a substandard grade, they can petition the Records Office to have the previous grade and credit disregarded in computing their GPA and to have their academic record annotated.

Nothing in the policy and procedure on Course Repetition can conflict with Education Code §76224 pertaining to the finality of grades assigned by instructors or with Title 5 or district procedures relating to the retention and destruction of records.

Students who have received a grade of A, B, C, or CR in a course may repeat the course only under the circumstances listed below:

1. A student may repeat a course if, upon written petition to the dean of the relevant division, the district determines that the student's previous grade is, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the control of the student. The new grade and credit will not be counted towards the student's total units or GPA.
2. A student may repeat a course if, upon written petition to the dean of the relevant division, the district determines that repetition is appropriate to the student's goals because of a significant lapse of time. The new grade and credit will not be counted towards the student's total units or GPA.

3. A student may repeat any number of times courses which are necessary to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. The district maintains a list of courses to which this procedure applies. The resulting grades and credits will be counted towards the student's GPA.
4. A student may repeat courses with lower case letters (for example, Chinese 21ab or Journalism 11abcd) up to the number of letters (that is, Chinese 21ab may be taken a total of two times and Journalism 11abcd a total of four times.) No special permission is required, and all credits and grades earned will be included in the student's GPA.

A grade of W does not count as a repetition for the purposes of this policy. However, college policy allows a student to re-enroll in a specific course in which the student has received a W only two more times, for a total of three attempts. Any exception to this policy requires the student to meet with a counselor to review academic goals and strategies for success. The limitations detailed in this procedure do not apply to special courses designed for students with disabilities. Such courses are defined as being taught by an instructor with minimum qualifications established by Title 5, § 53414, such as a master's degree in rehabilitation counseling. However, when such students take regular classes, they are subject to the same repetition limitations as other students. Additionally, procedures have been developed to ensure that students are not permitted to enroll in courses for which they are not eligible and to ensure that the college's apportionment claims are in compliance with the California Code of Regulations and Title 5 § 58161 in this regard.

Reference:

Title 5, Sections 55761-55765, 53414, 56029, and 58161