

## Administrative Procedure 4225

## Course Repetition Procedure

Students may retake a non-repeatable course in which they have one unsuccessful attempt only once without college intervention. An unsuccessful attempt occurs when a student receives a Withdrawal (“W”) or a substandard grade (D, F, NP or NC). Students may retake a non-repeatable course in which they have two unsuccessful attempts only after completing college intervention. Repeatable courses may be repeated per the education code and the district policy.

In general, students are not permitted to repeat courses in which they have earned a grade of A, B, C, or CR except as described below in section V for Special Circumstances.

### I. Non-Repeatable Courses

Non-Repeatable courses are those listed in the College Catalog that do not have lowercase letters in the course number. (Examples of non-repeatable courses include History 101, English 1A, and Psychology 9B.)

#### A. Original Attempt (first attempt)

1. If a substandard grade or a “W” is received, the student may retake that course.
2. If a student receives a passing grade, a retake is not allowed unless provided under special circumstances.

#### B. Second Attempt (first retake)

1. If a student receives a substandard grade or a “W” on the first attempt, a retake is permissible.
2. A passing or substandard grade received in the retake shall replace the original grade and credit in the calculation of the grade point average. This will be annotated on the student’s academic transcript.
3. The original grade, alleviated by the new grade, must remain on the student’s academic transcript.
4. If a “W” is received on the second attempt, no grade alleviation would apply.

#### C. Third Attempt (second retake)

1. If a student attempts a non-repeatable course two times (the original attempt and the retake) and in both attempts the student receives either a substandard grade or a “W” or a combination, then the student may be permitted a second retake with the completion and approval of a college intervention plan.

2. A passing or substandard grade received in the second retake shall replace the grade and credit received in the first retake or first attempt if the second attempt was a “W” in the calculation of the grade point average.
3. The new grade shall be annotated on the student’s academic transcript.
4. The original grade, alleviated by the new grade, must remain on the student’s academic transcript.
5. If a “W” is received, no grade alleviation would apply.

#### D. College Intervention

Students with two unsuccessful attempts must submit a repeat petition and, if required by the academic division, a Plan for Student Success signed by a district division designee or counselor.

## II. Repeatable Courses

Repeatable courses are those listed in the College Catalog that have lowercase letters in the course number. The lowercase letters indicate the number of times a course may be repeated. Examples of repeatable courses include Physical Education 60abc (Women’s Intercollegiate Soccer Team), and Communication Studies 23abcd (Forensics – Team Events). In these examples, students may enroll in Physical Education 60abc three times and Communication Studies 23abcd four times.

#### A. Scope and Limitations of Repeatable Courses

1. El Camino College designates only the following types of courses to be repeatable per Title 5, Section 55041:
  - a) Courses for which repetition is necessary to meet the lower-division major requirements of CSU or UC for completion of a Bachelor's Degree
  - b) Intercollegiate athletics and related conditioning
  - c) Intercollegiate academic or vocational competition.
2. Courses for which repetition is necessary to meet the lower-division major requirements of CSU or UC for completion of a Bachelor's Degree may include a recency requirement which the student has not been able to satisfy without repeating the course. A student may petition for repetition if less than 36 months have elapsed and the student provides documentation that the repetition is necessary for transfer.
3. For intercollegiate athletics and related conditioning courses and for intercollegiate academic or vocational competition courses, students may repeat a course the maximum number of times that course has been approved for repetitions. Substandard grades and “W” earned each count as an attempt.

#### B. Substandard Grade Alleviation

1. If a substandard grade has been recorded in a repeatable course, the course may be retaken for grade alleviation, provided that the attempt does not

- exceed the maximum number of times the course may be attempted with a passing or substandard grade.
2. No more than two substandard grades may be alleviated for a repeatable course.
  3. When a student repeats a course to alleviate substandard academic work, the previous grade and credit will be disregarded in the calculation of grade point average.
  4. If a substandard grade is recorded on the last allowable attempt in a repeatable course, the following applies:
    - a) that last grade cannot be alleviated, and
    - b) lapse of time can never be used for that course.

Note: Extenuating circumstances described in section V.B below do not apply to repeatable courses. A student may not petition on the grounds of extenuating circumstances for a repeatable course.

### III. Variable Unit Courses

Title 5 regulations shall guide El Camino College on variable unit courses.

### IV. Withdrawals

#### A. Withdrawal From a Course

1. Students who are withdrawn from a course after the census date (20% of the course section) shall receive a “W” on their transcript. The period to receive a “W” is from the deadline to drop without notation to the 75% point of the course section.

#### B. Military Withdrawals

1. Military withdrawals shall not be counted towards the permitted number of withdrawals or attempts.
2. A student who is a member of an active or reserve United States military service may receive a military withdrawal when the student receives orders from the military.
3. The orders must be verified by the Veteran’s Services Office with appropriate documentation provided by the student.
4. The military withdrawal may be assigned at any time.
5. The symbol for military withdrawals shall be “MW.”
6. Military withdrawals shall not be counted in progress probation or dismissal calculations.
7. Neither an “F” nor an “FW” can be assigned in lieu of a military withdrawal.

#### C. Withdrawal Due to Extraordinary Conditions

1. A “W” may be removed and “no notation” assigned to any student who withdrew from one or more classes where such withdrawal was necessary,

verified through documentation, and approved by the Director of Admissions & Records due to:

- a) fire
- b) flood
- c) other extraordinary conditions such as:
  - (1) earthquake
  - (2) riot
  - (3) terrorism
  - (4) acts of war
  - (5) other consequential and significant acts.

#### V. Special Circumstances

Students may only petition to repeat a course beyond the maximum allowed enrollments under the following conditions. Maximum allowed enrollments include any combination of withdrawals and repetitions.

##### A. Significant Lapse of Time

1. A student may petition to repeat a course in which they previously earned a grade of C or better if there has been a significant lapse of time. A significant lapse of time petition may be filed when
  - a) No fewer than 36 months have passed or
  - b) The nature of the course (i.e. skill, knowledge, technology) requires repetition sooner.
2. A student will forfeit significant lapse of time if:
  - a) Three substandard grades were received for non-repeatable courses.
  - b) The maximum number of attempts in a repeatable course was reached and the last attempt resulted in a substandard grade.
3. Lapse of time can only be used once per course.

##### B. Extenuating Circumstances

1. A student may petition to repeat a course for extenuating circumstances.
2. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student.
3. The student has the burden of proof to support a claim.
4. Extenuating circumstances may be used once for a non-repeatable course.
5. Extenuating circumstances cannot be used if the student has already used the course to obtain a degree at El Camino College or if the course was used in academic renewal.
6. Any approved extenuating circumstance petition, subsequently found based on fraudulent documentation, may be reversed. Submission of falsified documentation for extenuating circumstances shall result in the denial and may also result in student disciplinary action.

7. Final decision on extenuating circumstances will be made by Admissions and Records.
- C. Special Classes for Students with Disabilities
1. Special classes designed for students with disabilities may be subject to extensions of repeatability in certain circumstances. Repetition may be authorized based on a case by case determination related to the student's educational limitation pursuant to state and federal non-discrimination laws.
  2. The determination must be based on one of the following circumstances as specified in Title 5, Section 56029.
    - a) When continuing success of the student in other general and/or special classes is dependent on additional repetitions of a special class
    - b) When additional repetitions of a specific class are essential to completing a student's preparation for enrollment into other regular or special classes
    - c) When the student has an educational contract which involves a goal other than completion of the special class in question and repetition of the course will further achievement of that goal.
  3. When a student with a disability repeats a class, the previous grade and credit shall be disregarded in the computation of grade point averages.
- D. Occupational Work Experience
1. Cooperative Work Experience Education (CWEE)  
Students may earn up to a total of 16 units. A maximum of eight credit hours may be earned in CWEE during one semester.
- E. Legally Mandated Training
1. Course repetition shall be permitted, without petition and regardless of whether the student recorded substandard work, in instances when such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. Such courses must conform to all attendance accounting, course approval, and other requirements imposed by applicable provisions of law. Such courses may be repeated for credit any number of times. The governing board of a district may establish policies and procedures requiring students to certify or document that course repetition is necessary to complete legally mandated training pursuant to the California Code of Regulations.
- F. Significant Change in Industry or Licensure Standards
1. A student may re-enroll in a course where there has been a change in industry or licensure standards that repetition of the course is necessary for employment or licensure.
  2. The student must document the following two provisions:

- a) that there has been a significant change in the industry or licensure standards since the student previously took the course, and
  - b) the student must take this course again for employment or licensure.
3. The change should be one that without the updated course, the student could not obtain or maintain his or her employment or license.

## VI. Other Provisions

### A. Grade Alleviation with Courses from Other Colleges

1. Grade alleviation with courses from other colleges will be allowed provided the following conditions are met:
  - a) the course is from a regionally accredited college
  - b) the course is comparable
  - c) the course is of equal value in units.
2. Grade alleviation with a course from other colleges cannot take place if:
  - a) three substandard grades have been received in a non-repeatable El Camino College course. However, the course may be used for subject credit to meet prerequisites and the course will count toward graduation subject requirements.
  - b) the student had reached the maximum number of attempts in a repeatable course and the grade in the final attempt was substandard.

### B. Course Repetition and Academic Records

1. Courses that are repeated will be recorded in the student's permanent academic record using an appropriate symbol.
2. Annotating the permanent academic record will be done in a manner that all work remains legible, insuring a true and complete academic history.

### C. Academic renewal is not an exception that permits a student to repeat a credit course.

## VII. Enrollment Limitations for Courses Related in Content

- A. Students are limited in the number of active participatory courses they can take if the courses are related in content (also referred to as a family of courses). While students will not in most cases be allowed to repeat a specific active participatory course, they can still enroll in a series of active participatory courses that are related in content. Families of courses are published in the college catalog.
- B. Students will be limited to taking a maximum of four courses in any one family of courses.
  1. For example, the Jazz Large Ensemble family of courses contains Music 266abcd (Big Band Jazz, repeatable up to four times) and Music 267abcd (Jazz Band, repeatable up to four times). A student who has already enrolled in Music 266abcd two times can enroll only twice more in either Music 266abcd

or Music 267abcd. A student who has already enrolled in Music 266abcd two times and Music 267abcd two times will not be permitted to enroll in additional courses from the family.

- C. In addition, all evaluative and non-evaluative grades count toward the four enrollment limitation and all grades and credits received count in computing a student's GPA.

Reference:

Title 5, Sections 55040, 55045, 55252, 55253, 56029, 58161

Board of Trustees Agenda: May 21, 2012, June 15, 2015