

**Coast Community College District  
ADMINISTRATIVE PROCEDURE**

Chapter 4  
Academic Affairs

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## **AP 4225 Course Repetition**

### **References:**

Title 5 Sections 55000, 55040, 55041, 55042, 55043, 55045, 55270.1, 55270.4, 55270.8, 55270.9, 58161, 58164

BP 4225 Course Repetition

AP 4227 Repeatable Courses

Credit Course Repetition Guidelines, California Community Colleges Chancellor's Office  
November 2013

A student who receives a substandard grade of "D", "F", "NP" or "NC" or an evaluative symbol of "W" in a course may repeat the course two additional times for credit.

When such repetition takes place, the prior grade will be disregarded for the purposes of grade point computation; however, the academic record shall be annotated in such a manner that all work remains legible. After three unsuccessful attempts, a student must petition for approval to enroll for a fourth time to complete the course. However, no more than three substandard grades may be disregarded for the purpose of grade point computation.

Students enrolled in active participatory courses, in physical education, visual arts, or performing arts that are related in content (see college catalogs for identification of such courses), may not enroll more than four times for semester courses. This limitation applies even if a student receives a substandard grade or a "W" during one or more of the enrollments in such a course or petitions for repetition due to extenuating circumstances.

Students may repeat courses taken at other accredited colleges or universities in which substandard academic performance was obtained (less than "C" or "NP" or "NC"). In determining transfer of a student's credits, the prior actions taken by another accredited college or university will be honored.

A student may attempt a summative assessment, as part of a direct assessment competency-based education module, a maximum of three times before assigning a student the non-evaluative symbol "PW" pursuant to Title 5, Section 55270.8.

A student is not considered to have withdrawn if the student successfully completes:

(A) One module that includes 49 percent or more of the number of days in the payment period, excluding scheduled breaks of five or more consecutive days and all days between modules;

(B) A combination of modules that when combined contain 49 percent or more of the number of days in the payment period, excluding scheduled breaks of five or more consecutive days and all days between modules; or

(C) Coursework equal to or greater than the coursework required for the institution's definition of a half-time student under the US Department of Education, Section 668.2 for the payment period;

For a payment period or period of enrollment in which courses in the program are offered in modules:

- (A) A student is not considered to have withdrawn if the College obtains written confirmation from the student at the time that would have been a withdrawal of the date that he or she will attend a module that begins later in the same payment period or period of enrollment; and
- (B) For standard and nonstandard-term programs, excluding subscription-based programs, that module begins no later than 45 calendar days after the end of the module the student ceased attending;

For a non-term program, a student is not considered to have withdrawn if the College obtains written confirmation from the student at the time that would have been a withdrawal of the date that he or she will resume attendance, and that date is no later than 60 calendar days after the student ceased attendance.

A student is allowed to repeat a course without petition, upon appropriate documentation being provided (see college web sites for specific information), when repetition is necessary to enable the student to meet a legally mandated training requirement as a condition of volunteer or paid employment. A student can repeat such courses any number of times, even if the student received a grade of "C" or better; however, the grade received by the student each time will be included in calculations of the student's grade point average.

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 employment or licensure. Such courses may be repeated for credit any number of times. The student must provide documentation to certify that there has been a significant change in industry or licensure standards necessitating course repetition.

Students who achieve standard academic performances ("A", "B", "C," or "P") may, upon petition to the designated college official or committee, request written permission to enroll in the same course when there are special circumstances. Special circumstances include:

1. The student is required to repeat the course due to significant lapse of time as defined in Title 5, Section 55043.
2. The student requests to repeat the course due to extenuating circumstances which justify the repetition. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student.

When a course is repeated under the conditions 1 and 2 above, the previous grade and credit will be disregarded in computing the student's grade point average and shall be notated in such a manner that all work remains legible ensuring a true and complete academic history.

Students with a disability may repeat a special education class 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 student. The previous grade and credit will be disregarded in computing the student's GPA each time the course is repeated. Only the most recent grade and credit will be used in computing the student's GPA.

For the satisfactory completion of all types of Cooperative Work Experience Education, students may earn up to a total of 16 semester credit hours, subject to the following limitations:

(1) General Work Experience Education.

A maximum of six semester credit hours may be earned during one enrollment period in general work experience education.

(2) Occupational Work Experience Education.

A maximum of eight credit hours may be earned during one enrollment period in occupational work experience education.

If a college within the District offers only 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, a student may repeat that 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 noted above. Attendance of a student repeating a cooperative work experience course may be claimed for state apportionment. Students may enroll multiple times in variable unit open-entry/open-exit courses meeting the requirements of Title 5, Section 58164. The enrollments are limited to the number of times necessary for the student to complete one time the entire curriculum of the course as described in the corresponding course outline of record.

See Administrative Procedure 4227 for Repeatable Courses

Ratified August 15, 2012

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