Course Repetition

Course repetition occurs when a student who has previously received an evaluative symbol in a credit course, as set forth in Title 5, Section 55023, re-enrolls in that course and receives an evaluative symbol.

- Students may not repeat a course if a grade of “C” or better was earned, unless the course is identified as repeatable in the catalog.
- Students may enroll in activity courses in physical education, visual arts, or performing arts. Such courses may not be repeated for more than three attempts. This limit applies even if the student receives a substandard grade of “W” on previous attempts or if a student petitions for repetition due to extenuating circumstances (see below).
- Students may repeat a course determined to be legally mandated as defined in Title 5, Section 55000 regardless of whether substandard academic work has been recorded. Such courses may be repeated for credit any number of times. Students may re-enroll in courses that the District has determined to be required by statute or regulation as a condition of paid or volunteer employment. Students may be required to provide evidence that they are required to...
re-enroll as a condition of their paid or volunteer employment. The grade received by the
student each time will be included in calculations of the student’s grade point average.

- Students may petition to re-enroll in a course as a result of a significant change in industry or
  licensure standards as necessary for the student’s employment or licensure.
- Students with disabilities may enroll multiple times in classes designated as “special classes” as
  a disability-related accommodation for a reason specified in Title 5, Section 56029.
- Students may enroll more than once in cooperative work experience course for a total of no
  more than sixteen (16) semester hours.
- Students may petition to repeat a course due to extenuating circumstances, as defined below.
  A student may repeat a non-repeatable credit course no more than two times if a substandard
  grade (“D,” “F,” “FW,” “NC,” “NP”) or a withdrawal* (“W”) was earned the first time. Enrollment
  attempts include any combination of withdrawals and substandard repetitions. An exception
  may be granted for extenuating circumstances, as defined below.
- When course repetition occurs, the last grade (“A,” “B,” “C,” “D,” “F,” “FW”) and credit earned
  will be included in the computation of the grade point average.
- 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, insuring a true and complete academic history.
- 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.

**Extenuating Circumstances**

A student may petition to repeat a course based on a finding that the student’s previous attempt
(whether substandard grade, passing grade, or withdrawal*) was, at least in part, the result of
extenuating circumstances. Extenuating circumstances are verified cases of accident, illness or other
circumstances beyond the control of the student.

- Students may petition for approval to repeat the following courses:
  - Courses for which repetition is necessary to meet the major requirement of California
    State University (CSU) or University of California (UC) for completion of a bachelor’s
    degree;
  - Intercollegiate athletics courses; and
  - Vocational or intercollegiate competition courses may be repeated no more than three
    times

When course repetition is approved in accordance with this policy, the previous grade and credit will
be disregarded in computing the student’s grade point average.

A student seeking a repeat under this regulation shall, prior to enrollment, follow the proper
procedures by filing an appropriate petition with Admissions and Records indicating the following:

- The specific course to be repeated;
- Documentation of the extenuating circumstances warranting the repeat;
- Counselor and/or instructor review, verification, and recommendation.

Annotation of the student’s record will ensure that all work taken remains legible, insuring a true and
complete academic history. 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.

*Military Withdrawals (MWs) and Extenuating Circumstance (EWs) shall not be counted for the
permitted number of withdrawals.
See Board Policy 4225 and Administrative Procedures 4227, 4228, 4229, and 5075 & AP 4228 for Course Repetition – Significant Lapse of Time.