

*CHAPTER 4: ACADEMIC AFFAIRS
ADMINISTRATIVE PROCEDURE NO.: 4225*

COLLEGE OF THE SISKIYOU

Procedure Manual

Title: Course Repetition

Revision Date: 11/96; 3/2/10; April 10, 2014; November 22, 2016; January 20, 2020

Responsible Area: Instruction

Responsible Office: Vice President, Instruction of Academic Affairs

Policy Reference: Board Policy 4225; Education Code Section 76224; Title 5 Sections 55040 – 55043, ~~and 55253, and 56029, and 58161~~

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 four semesters. This limit applies even if the student receives a substandard grade or “W” during one or more enrollment 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.

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~~As a repeat student, a student may petition to repeat a course no more than two times in a lifetime. If a student earned 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.~~

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- 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 requirements of California State University (CSU) or University of California (UC) for completion of a bachelor's degree;
- Intercollegiate athletics courses; and
- Intercollegiate academic or vocational competition courses. Such courses may be repeated no more than four times for semester courses.

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) 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.