



REDWOODS COMMUNITY COLLEGE DISTRICT
Meeting of the
Academic Standards and Policies Committee

- Eureka: 7351 Tompkins Hill Road, SS 104 (Advising Conference Room)

Friday, November 18, 2016

*****9 AM in the Board Room*****

SS201

AGENDA

1. Call to Order
2. Introductions and Public Comment: Members of the audience are invited to make comments regarding any subject appropriate to the Academic Standards and Policies Committee.
3. Discussion Items, Karen Reiss
 - 3.1 Review of Senate Edit Suggestions BP/AP 4225 Course Repetition (Attachments)
 - 3.2 Continue Policies/Procedures Work Using CCLC Template
 - 3.2.1 BP 4226 Multiple and Overlapping Enrollments (CCLC and 'new' attached)
 - 3.2.2 AP 4226 Multiple and Overlapping Enrollments (CCLC and 'new' attached)
 - 3.2.3 AP 4227 Repeatable Courses (No BP required; CCLC and 'new' attached)
 - 3.3 [Link to State Guidelines on Repeatability](#) (Tables Attached)
4. Announcements/Open Forum
5. Adjournment

Public Notice—Nondiscrimination:

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Next Meetings
December 9
January 27
February 10 & 24
March 10 & 24
April 14 & 28
May 12

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COURSE REPETITION

Course enrollment occurs when a student receives an evaluative (A, B, C, D, F, P/NP, CR/NC) or nonevaluative (I, W) symbol for a course. Enrollments include any combination of repetitions and withdrawals.

College of the Redwoods, in accordance with Title 5 §55040, allows repetition to occur only under the following circumstances:

- A. Course Has Been Designated as Repeatable (per Title 5 §55040, 55041).
- B. Repetition Due to Significant Lapse of Time (per Title 5 §55043).
- C. Repetition Due to Extenuating Circumstances (per Title 5 §55045).
- D. Repetition of Occupational Work Experience Education (per Title 5 §55253, §55040(c)(6)).
- E. Repetition of Educational Assistance Classes for Students with Disabilities (per Title 5, §55040(c)(7), 56029, 58161(c)(2)).
- F. Repetition to Meet a Legally Mandated Training Requirement (per Title 5 §55040(b)(8)).
- G. Repetition Due to a Significant Change in Industry or Licensure Standards (per Title 5 §55040(b)(9)).
- H. Repetition of Active Participatory Courses that are Related in Content per Title 5, §§55040(c).
- I. Repetition to Alleviate Substandard Course Work (per Title 5 §55042).

Generally, a student may enroll again in a course as long as the total enrollments do not exceed three *and* one of the above circumstances is met. In each circumstance, there are specific requirements as to which grades are to be counted in the student's cumulative grade point average (See AP 4225 for specifics). Nevertheless, the student's permanent academic record will clearly indicate all enrollments and symbols received ensuring a true and complete academic history. Nothing in this policy and associated administrative procedure conflicts with policies pertaining to the finality of grades assigned by instructors or the retention and destruction of student records.

| New Board Policy to accompany existing (revised) Administrative Procedure

Reference:

Title 5 §55024 (a)(9)

Title 5 §55040

New Board Policy

Approved by Academic Senate xx/xx/2016



COURSE REPETITION

There are particular circumstances that must be met for course repetition to be allowed. There are particular limits on how many times courses may be repeated.

I. Definitions

A. Enrollment **for the purpose of this AP**: Course enrollment occurs when a student receives an evaluative (A, B, C, D, F, CR/NC) or non-evaluative (I, W) symbol for a course. Enrollments include any combination of withdrawals and repetition. A student's attendance in a course still counts as an enrollment even if the student withdrew or was withdrawn by a faculty member and received a "W".

B. Repetition: Course repetition occurs when a student who has previously received an A, B, C, D, F, CR/NC, I, or W in a particular course re-enrolls in that course and receives another A, B, C, D, F, CR/NC, I, or W.

II. Allowable Repetition

College of the Redwoods, in accordance with Title 5, allows repetition to occur only if at least one of the following circumstances is met:

A. Course Has Been Designated as Repeatable (per Title 5 §55040, 55041). Credit courses are not allowed multiple enrollments unless they meet one of the following exceptions:

1. If a UC or CSU campus requires a specific unit amount for completion of a Bachelor's Degree, the course can be repeated by any student to meet that unit requirement.
2. Intercollegiate athletics courses may be repeated up to three times. An intercollegiate athletics course is a course in which a student athlete is enrolled to participate in an organized competitive sport sponsored by the district or a conditioning course that supports the organized competitive sport.
3. Intercollegiate academic or vocational competition courses may be repeated up to three times. Such courses must be necessary for participation in nonathletic competitive events between students from different colleges that are sanctioned

by a formal collegiate or industry governing body. Participation in the event must be directly related to course content and objectives.

When a course is repeated under the repeatable course provision, the grade received each time shall be included for purposes of calculating the student's grade-point average.

B. Repetition Due to Significant Lapse of Time (per Title 5 §55043). A student may petition to the Office of Admissions and Records to repeat a course in which he or she earned a satisfactory grade in either of the following cases:

1. The district has established a recency requirement for a course or program, and it has been at least 36 months since the student completed the course.
2. The student seeks to transfer to an institution of higher education that has a recency requirement that the student will not be able to satisfy without repeating the course. The student must petition and provide documentation to support the request where less than 36 months have elapsed.

When a student has exhausted the number of permitted repetitions in a repeatable course, he or she may repeat the course only once due to significant lapse of time.

The student must submit a petition to the Office of Admissions and Records with supporting documentation as appropriate when petitioning for repetition due to significant lapse of time.

When a course is repeated pursuant to a significant lapse of time, only the most recent grade will be counted in the student's cumulative GPA, although all grades will be noted on the student's permanent academic record.

C. Repetition Due to Extenuating Circumstances (per Title 5 §55045). A student may petition to repeat a course based on a finding that the student's previous grade (A, B, C, D, F, CR/NC; **not** I or W) is, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the student's control. The student must file a petition with the Office of Admissions and Records that provides supporting documentation.

If course repetition is approved under the Repetition Due to Extenuating Circumstances provision, the student's previous grade will be disregarded in computing the student's grade-point average.

D. Repetition of Occupational Work Experience Education (per Title 5 §55253, §55040(c)(6)). Occupational work experience education is supervised employment extending classroom-based occupational learning at an on-the-job learning station

relating to the student's educational or occupational goal (Title 5 §55252). A student may repeat an occupational work experience course in a given field any number of times so long as the student does not exceed 16 units in any combination of cooperative work experience (general or occupational) during community college attendance.

General work experience education is supervised employment not related to the student's education goals that assists students in acquiring desirable work habits. General work experience education is not repeatable under this provision.

When a student repeats occupational work experience education courses, all grades received are used to compute the student's cumulative GPA.

E. Repetition of Educational Assistance Classes for Students with Disabilities (per Title 5, §§55040(c)(7), 56029, 58161(c)(2)). A student may repeat an educational assistance 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 particular student for one of the following reasons:

1. The student's continuing success in other general and/or educational assistance classes is dependent on additional repetitions of a specific educational assistance class.
2. The student needs additional repetitions of a specific educational assistance class as preparation for enrollment into other regular or special classes.
3. The student has an Academic Accommodation Plan and/or Measurable Progress Document that involves a goal other than completion of the educational assistance class in question, and repetition of the course will further achievement of that goal.

All grades received for educational assistance classes for students with disabilities shall be used in computing the student's cumulative GPA.

F. Repetition to Meet a Legally Mandated Training Requirement (per Title 5 §55040(b)(8)). A legally mandated training course is a course that is required by statute or regulation as a condition of paid or volunteer employment. A student may repeat a course to meet a legally mandated training requirement for credit any number of times. The student must provide the Office of Admissions and Records with certification or documentation of the mandated training to be approved by the Chief Instruction Officer/Chief Student Services Officer (CIO/CSSO) each time.

When a course is repeated to meet a legally mandated training requirement, the grade received each time shall be included for purposes of calculating the student's grade-point average.

G. Repetition Due to a Significant Change in Industry or Licensure Standards (per Title 5 §55040(b)(9)). A student may repeat a course if a significant change in industry or licensure standards and 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 the Admissions and Records Office with certification or documentation of the change in industry or licensure standards and be approved by the CIO/CSSO each time.

When a course is repeated due to a significant change in industry or licensure standards, the grade received each time shall be included for purposes of calculating the student's grade-point average.

H. Repetition of Active Participatory Courses that are Related in Content per Title 5, §§55040(c).

An active participatory course is one in which "individual study or group assignments are the basic means by which learning objectives are obtained." These courses are subject to the same repeatability guidelines of all other courses unless the course is in physical education, visual arts, or performing arts.

Within these disciplines, when courses are related (meaning "similar primary educational activities in which skill levels or variations are separated into distinct courses with different student learning outcomes for each level or variation"), there are limits to course repetition within the group of courses. Students shall be permitted to enroll in no more than four semesters of the courses that are related in content.

If courses are not distinct and do not have different student learning outcomes for each level or variation then the courses are effectively the same course and a student cannot take the same course more than once (i.e., repeat a course) unless an exception applies that specifically allows the student to repeat the course and no other enrollment limitation precludes the repetition.

All grades received are used to compute the student's cumulative GPA.

I. Repetition to Alleviate Substandard Course Work (per Title 5 §55042). A student may repeat a nonrepeatable course in which he or she earned a substandard grade (D, F, NC, W) at College of the Redwoods or at any other accredited college or university.

1. If the student receives a satisfactory grade after taking the course a second time, he or she may not take the course again under the provision Repetition to Alleviate Substandard Course Work (per Title 5 §55042).

2. If the student took the course a second time and received another substandard grade, he or she may take the course a THIRD and FINAL time after submitting a form to the Office of Admissions.

3. If, upon taking the course a third time, the student receives another substandard grade, he or she may not take the course again under the Repetition to Alleviate Substandard Course Work (per Title 5 §55042) except by successful petition to the Academic Appeals Committee. No additional enrollments are permitted beyond the four enrollment maximum established for repeatable courses.

When a course is repeated to alleviate substandard course work, the most recent evaluative grade earned will be computed in the student's cumulative grade-point average for the first two repeats (third attempt). If a student petitions to take a course a fourth time, both the third and fourth grade will be computed in the student's cumulative GPA. All grades received from all course repetitions will be noted on the permanent academic record.

In determining transfer of a student's units, College of the Redwoods will honor similar, prior course repetition actions by other accredited colleges and universities and will use the most recent grade awarded in calculating the student's grade point average.

Reference:

Education Code Section 76224

Title 5 Sections 55040, 55041, 55042, 55043, 55253, 56029

Approved: March 6, 1989

Revised: 9/10/92, 3/1/93, 12/2/96; 1/4/05; ASPC revisions 10/28/16 for approval

Number ~~Update only from Administrative Regulation No. 503.04~~

~~COURSE REPETITIONS~~

~~A. SUBSTANDARD ACADEMIC WORK~~

- ~~1. Course repetitions, as defined in this part of the administrative regulation, will be allowed for a course or courses in which substandard academic work has been recorded.~~
- ~~2. Substandard academic work is defined as a final grade of D, F, or NC.~~
- ~~3. The approval of a counselor or advisor is required to repeat a course more than once.~~
- ~~4. The transcript will be annotated in such a manner to indicate that only the most recent course grade will be used to determine the cumulative grade point average (GPA) for the term of course repetition or any subsequent terms. The original course grade and the cumulative GPA recorded for each term prior to course repetition will remain on the transcript to reflect a complete academic history. The cumulative College of the Redwoods GPA will reflect only courses taken and/or repeated at College of the Redwoods.~~

~~B. SPECIAL CIRCUMSTANCES~~

~~Repetition of a course in which the student has earned a grade of A, B, C, or CR shall be permitted only upon petition of the student and with the written permission of the Vice President for Academic Affairs. The Vice President for Academic Affairs will rely on the advice of the division chair/director/campus vice president of the area, in consultation with a faculty subject matter expert.~~

~~The following are circumstances that may justify such a repetition request:~~

- ~~1. The course content has changed sufficiently that it is deemed appropriate for the student to upgrade his or her academic training. Determination of content change will be made by the division chair/director/campus vice president of the course area, in consultation with a faculty subject matter expert. In this case both the original grade and the repeated course grade will be used to determine the cumulative GPA subsequent to the term of repetition. The transcript will be annotated in such a way to show that the original course was repeated.~~
- ~~2. The course content has remained the same, but sufficient time has elapsed since the course was taken such that the student is no longer current in the subject matter. In this~~

~~case the original grade will continue to be used in the calculation of the cumulative GPA. The repeated course grade will be shown on the transcript but will be annotated in such a way to show that it is not used in determination of the cumulative GPA.~~

~~C. REPEATABILITY OF SPECIAL CLASSES~~

~~Special classes are instructional activities that are offered consistent with the provisions of Title 5 Section 56000 and that are designed to address the educational limitations of students with disabilities who are admitted to the institution pursuant to Education Code Section 76000, et seq., and who would be unable to substantially benefit from regular college classes even with appropriate support services or accommodations.~~

~~Title 5 Section 56029 provides that a district may authorize repetition of special classes for students with disabilities beyond the limits imposed by Sections 55761-55763 and by Section 58161, where this is necessary to accommodate a student with a disability pursuant to federal nondiscrimination law set forth in Section 504 of the 1973 Rehabilitation Act, 29 USC Section 794. Section 56029 does not authorize students with disabilities to exceed the normal repetition limits when they are taking regular classes. Nor does it provide a blanket authorization for unlimited repetition of all special classes.~~

~~Within this regulation the following circumstances may be reasons for repetition of special classes:~~

- ~~1. When repetition of a specific special class is required for the student to meet the performance criteria of that class.~~
- ~~2. When repetition of a special class is essential for supporting a student's success in other courses outlined in the student's educational plan (SEP).~~

~~Repetitions will be permitted only upon petition of the student and with written approval of the Director of Disabled Students Programs and Services, following consultation with the appropriate faculty subject matter expert.~~

~~Both the original grade and the repeated course grade will be used to determine the cumulative grade point average subsequent to the term of repetition. The transcript will be annotated in such a way to show that the original course was repeated.~~

~~Former Administrative Regulation No 503.04, number change only on July 10, 2012
Approved: March 6, 1989~~

~~Revised: 9/10/92, 3/1/93, 12/2/96; 1/4/05~~

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BP 4226 Multiple and Overlapping Enrollments

Reference:

Title 5 Section 55007

Note: <i>This policy is legally required.</i>
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The [CEO] shall establish procedures to ensure that students may only enroll in two or more sections of the same credit course during the same term if the length of the course provides that the student is not enrolled in more than one section at any given time.

The CEO shall establish procedures to ensure that students may only enroll in two or more courses where the meeting times overlap under the conditions specified in Title 5 Section 55007.

New 8/07



REDWOODS COMMUNITY COLLEGE DISTRICT
Board Policy

BP 4226

MULTIPLE AND OVERLAPPING ENROLLMENTS

AP 4226 Multiple and Overlapping Enrollments

Reference:

Title 5 Sections 55007

Note: <i>Insert local practice, which must include procedures that ensure the following :</i>

A student may not enroll in two or more sections of the same credit course during the same term unless the length of the course provides that the student is not enrolled in more than one section at any given time.

A student may not enroll in two or more courses where the meeting times for the courses overlap, unless:

- The student provides a valid justification, other than scheduling convenience, of the need for an overlapping schedule.
- An appropriate district official [**designate**] approves the schedule.
- The student makes up the overlapping hours at some other time during the same week under the supervision of the instructor of the course.

New 8/07



REDWOODS COMMUNITY COLLEGE DISTRICT
Administrative Procedure

AP 4226

MULTIPLE AND OVERLAPPING ENROLLMENTS

AP 4227 Repeatable Courses

References:

Title 5 Sections 55040, 55041, 55253, and 56029

Note: <i>This procedure is legally required.</i>
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Only the following types of courses may be designated as repeatable:

- Courses for which repetition is necessary to meet the major requirements of CSU or 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 or six times for quarter courses.

The District must identify and designate such repeatable courses in its catalog.

Under special circumstances, students may repeat courses in which a C or better grade was earned.

Students are allowed to repeat a course without petition when repetition is necessary to enable that student to meet a legally mandated training requirement as a condition of volunteer or continued paid employment. Students can repeat such courses any number of times, even if they 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.

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 or six quarters]**. 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 for repetition due to extenuating circumstances.

Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for the student for one of the reasons specified in Title 5 Section 56029.

Students are allowed to repeat an occupational work experience course if a college only offers 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. Where only one occupational work experience course is offered subject to the above conditions, students may be permitted to repeat this course any number of times as long as they do not exceed the limit on the number of units of cooperative work experience set forth in Title 5 Section 55253(a).

The District shall develop and implement a mechanism to allow it to properly monitor course repetition.

New 2/08, Revised 9/08, 4/09, 10/13



REPEATABLE COURSES

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Appendix B – Summary Tables

These four tables summarize the circumstances in which district policy may permit a student to repeat a credit course. The first table summarizes when additional enrollments are permitted if the student previously took the credit course and received a satisfactory grade. The second table summarizes when additional enrollments are permitted if the student previously took the credit course and did not receive a satisfactory grade. As these two tables demonstrate, under some circumstances the student can repeat the credit course regardless of whether the student received a satisfactory grade on the previous enrollment. The third table summarizes the limited types of credit courses a governing board of a district may designate as repeatable. The fourth table summarizes the number of times district policy may permit student enrollment in credit courses that are active participatory courses in physical education, visual arts, or performing arts that are related in content.

Please keep in mind when using these tables that the information is necessarily incomplete as it is simply a summation of the laws affecting multiple enrollments. These tables are intended to be read in conjunction with the attached guidelines. The tables and guidelines must also be read in conjunction with the applicable title 5 regulations and district policy. In the event district policy is more restrictive than may be permitted pursuant to the regulations, district policy must be followed. However, in no case may district policy allow more enrollments than allowed pursuant to the regulations.

A couple of notes about the tables:

The student limit column specifies the maximum number of times district policy can permit a student to enroll in a credit course. The apportionment limit column specifies the enrollments the district can claim for apportionment. In some cases the law allows the district to permit a student to enroll in a course more times than it is eligible to claim for apportionment.

“S” refers to enrollments in courses offered on a semester system and “q” refers to enrollments in courses offered on a quarter system. Thus, +1 s/q indicates that districts operating on a semester or quarter system may adopt a policy allowing for one additional enrollment, whereas 4s/6q indicates that districts operating on a semester system may allow for a maximum of four enrollments, and districts operating on a quarter system may allow for a maximum of six enrollments.

Even where regulations and district policy allows a prior grade and credit to be disregarded in computing the student’s GPA, all prior course work (except for two types of withdrawals as explained in detail in the guidelines) must remain legible on the student’s academic record, thereby ensuring a true and complete academic history. (§ 55040(d).)

Appendix B – Summary Tables

Table 1: Satisfactory Grade Received

Limitations on additional enrollments in the same credit course where student receives a satisfactory grade on previous enrollment.

Rule Type	Explanation	Student limit	Apportionment limit	GPA/Credit	Other info.
General rule	A student earning a satisfactory grade may not enroll in that course again unless an exception applies.	1 s/q	1 s/q § 58161(b)	All grades and credits received count in computing GPA. All work must remain legible on the student's academic record. § 55040(d)	See additional limitations for courses that are related in content at the end of this table.
Exceptions that permit district policy to allow for additional enrollments:					
Repeatable courses §§ 55040(b)(2), 55041	District policy may permit students to enroll multiple times in courses designated by the district as repeatable. Districts may only designate three types of courses as repeatable. See table 3.	See table 3.	See table 3.	See table 3.	See table 3.
Significant lapse of time §§ 55040(b)(3), 55043	District policy may permit a student to enroll in a course again due to a significant lapse of time. See the guidelines for what constitutes a significant lapse of time.	No specific limit.	+1 s/q § 58161(e)(1)	District policy may permit previous grade and credit to be disregarded in computing GPA. § 55043(c)	See table 4 for additional limitations for active participatory courses in physical education and visual or performing arts.
Variable unit courses offered on an open-entry/open-exit basis §§ 55040(b)(4), 55044	District policy may permit a student to enroll in courses offered for variable units on an open-entry/open exit basis as many times as necessary to complete one time the entire curriculum of the course. This exception does not apply to physical education, visual arts, or performing arts courses.	No specific limit – as necessary to complete the course once.	Same as student limit. § 58161(f)(3)	See table 2.	With very few exceptions students cannot repeat a portion of the course. See guidelines. § 55044(a)(1)-(4)
Extenuating circumstances §§ 55040(b)(5), 55045	District policy may permit a student who has earned a satisfactory or substandard grade to petition to repeat a course due to an extenuating circumstance. See guidelines for what constitutes extenuating circumstances.	No specific limit.	+1 s/q § 58161(e)(2)	District policy may allow previous grade and credit to be disregarded in computing the student's GPA. § 55045(b)	This exception does not apply to courses designated as repeatable. Student must have received an evaluative symbol, i.e., a substandard or passing grade, on prior enrollment.

Appendix B – Summary Tables

Table 1: Satisfactory Grade Received (Continued)

Rule Type	Explanation	Student limit	Apportionment limit	GPA/Credit	Other info.
Exceptions that permit district policy to allow for additional enrollments (cont.):					
Occupational work experience § 55040(b)(6)	District policy may permit a student to enroll more than once, even if the student earned a satisfactory grade, in an occupational work experience course if the college 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.	No specific limit for this course; however, see guidelines for other limits that affect students' enrollments. § 55253	Same as student limit. § 58161(f)(4)	District policy may NOT allow previous grade(s) and credit(s) to be disregarded in computing the student's GPA. §§ 55021(b), 55040(b)(6)	Occupational work experience and general work experience are distinct types of cooperative work experience. The exception that allows for additional enrollments applies only to occupational work. See guidelines.
Students with disabilities repeating a special class § 55040(b)(7)	District policy must permit a student with a disability to enroll multiple times in classes designated as "special classes" as a disability-related accommodation for a reason specified in § 56029.	No specific limit.	Same as student limit. § 58161(f)(2)	District policy may allow prior grade to be disregarded in computing the student's GPA.	
Legally mandated § 55040(b)(8)	District policy may permit a student to re-enroll in a course that it determines to be required by statute or regulation as a condition of that student's paid or volunteer employment. § 55000(k).	No specific limit.	Same as student limit. § 58161(f)(1)	District policy may NOT allow previous grade(s) and credit(s) to be disregarded in computing the student's GPA. § 55021(b)	See guidelines regarding audit documentation required.
Significant change in industry or licensure standards § 55040(b)(9)	District policy may permit a student to petition the district to re-enroll in a course if: 1) there has been a significant change in industry or licensure standards since the student previously took the course, and 2) the student must take the course again for employment or licensure.	No specific limit.	Same as student limit. § 58161(f)(8)	District policy may NOT allow previous grade(s) and credit(s) to be disregarded in computing the student's GPA. § 55021(b)	See guidelines regarding audit documentation required.
Additional limitations – active participatory courses in physical education, visual arts, or performing arts, that are related in content:					
Courses related in content § 55040(c)	District policy must further limit enrollment of students in courses that are active participatory courses in physical education, visual arts, or performing arts.	See table 4.	See table 4.	See table 4.	See table 4 and the guidelines regarding what constitutes active participatory courses in physical education and visual arts or performing arts.

Appendix B – Summary Tables

Table 2: Satisfactory Grade NOT Received

Additional enrollment limitations in the same credit course when student does not receive satisfactory grade on prior enrollment.

Rule Type	Explanation	Student limit	Apportionment limit	GPA/Credit	Other info.
General rule	District policy may permit a student not receiving a satisfactory grade (as defined in § 55000(w)) to enroll in the credit course again under specified circumstances.	Except as specified below, total enrollments (which include evaluative and nonevaluative marks) may not exceed 3 s/q.	Up to 3 s/q enrollments TOTAL (including enrollments where a W is recorded), except as specified below.	Varies depending upon circumstances allowing the additional enrollment. In almost all circumstances the student's permanent academic record must clearly indicate all course work insuring a true and complete academic history.	See guidelines regarding exceptions to the requirement that all course work be clearly indicated on student's permanent academic record.
Circumstances that permit district policy to allow for additional enrollment(s):					
Alleviate substandard academic work §§ 55040(b)(2), 55042	District policy may permit a student whose prior enrollment resulted in a substandard grade to re-enroll in the same course. Substandard academic grades include the grading symbols D, F, FW, NP, or NC (as defined in section 55023) recorded on the student's transcript.	3 s/q total enrollments + 1 s/q more enrollment pursuant to petition. § 55042(b)	3 s/q total enrollments. § 58161(c)	District policy may permit only the first two substandard grades to be excluded in computing the student's GPA.	Withdrawals and repetitions to alleviate substandard academic work count towards the student's limit and the apportionment limit.
Withdrawal § 55024	District policy may permit a student who withdrew from a course and received a W to enroll again in the credit course.	3 s/q total enrollments, + 1 s/q enrollment pursuant to petition. § 55024(a)(9) (Reminder: withdrawals from courses as well as repetitions of courses are enrollments, and count toward the total enrollment limitation.)	3 s/q total enrollments. § 58161(c)	The W shall not be used in calculating GPA, but must be used in determining probation and dismissal (with a few exceptions). § 55024(a)(7)	See guidelines for circumstances in which district policy may permit withdrawal on the fourth enrollment and specific types of withdrawals (e.g., Military withdrawals, withdrawals due to extraordinary condition etc...) §§ 55024(a)(9), 58509, 55024 (a)(7), (a)(10) and (d)

Appendix B – Summary Tables

Table 2: Satisfactory Grade NOT Received (Continued)

Rule Type	Explanation	Student limit	Apportionment limit	GPA/Credit	Other info.
Circumstances that permit district policy to allow for additional enrollment(s) (cont.):					
Repeatable courses* §§ 55040(b)(1), 55041	District policy may permit students to enroll multiple times in courses designated by the district as repeatable. Districts may only designate three types of courses as repeatable. See table 3 below.	See table 3.	See table 3.	If student re-enrolls in a repeatable course to alleviate a substandard grade, then the most recent substandard grades (up to two) may be alleviated. § 55042(c)	See table 3.
Variable unit courses offered on an open-entry/ open-exit basis* §§ 55040(b)(4), 55044	District policy may permit a student to enroll in variable unit courses as many times as necessary to complete one time the entire curriculum of the course. District policy may not permit a student to enroll again in each portion except in very limited circumstances. One of those circumstances is alleviation of substandard work if authorized by § 55042.	3 s/q enrollments in that portion of the course +1 s/q more enrollment in that portion pursuant to petition. §§ 55042(b), 55045	3 s/q enrollments in that portion of the course § 58161(f)(3) or 4 s/q enrollments in that portion of the course if extenuating circumstances apply. § 58161(e)(2)	District policy may permit the previous grade and credit in the portion repeated be disregarded in computing student's GPA. § 55044(c)	Under no circumstances may a portion of a physical education, visual arts, or performing arts course be repeated. § 55044(b). See guidelines for a discussion of other limited circumstances in which a portion of the course may be repeated. § 55044(a)(1)-(4)
Extenuating circumstances* §§ 55040(b)(5), 55045	District policy may permit a student who has received a satisfactory or substandard grade to petition to repeat a course due to an extenuating circumstance. See guidelines for what constitutes extenuating circumstances.	No specific limit.	+1 s/q enrollment. § 58161(e)(2)	District policy may allow a previous grade and credit to be disregarded in computing the student's GPA. § 55045(b)	Student must have received a passing or substandard grade on prior enrollment.
Occupational work experience* § 55040(b)(6)	District policy may permit a student to enroll more than once in an occupational work experience course if the college 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.	No specific limit; however, see Guidelines for other limits that affect students' enrollments. § 55253	Same as student limit. § 58161(f)(4)	District policy may NOT allow previous grade(s) and credit(s) to be disregarded in computing the student's GPA. § 55021(b)	Occupational work experience and general work experience are distinct types of cooperative work experience. The exception that allows for additional enrollments applies only to occupational work. See Guidelines.

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Table 2: Satisfactory Grade NOT Received (Continued)

Rule Type	Explanation	Student limit	Apportionment limit	GPA/Credit	Other info.
Circumstances that permit district policy to allow for additional enrollment(s) cont.:					
Students with disabilities repeating a special class* § 55040(b)(7)	District policy may permit a student with a disability to enroll multiple times in a special class as a disability-related accommodation for a reason specified in § 56029.	No specific limit.	Same as student limit. § 58161(f)(2)	District policy may allow prior grade to be disregarded in computing the student's GPA.	
Legally mandated* § 55040(b)(8)	Districts may permit a student to enroll multiple times in a course that it determines to be required by statute or regulation as a condition of that student's paid or volunteer employment.	No specific limit.	Same as student limit. § 58161(f)(1)	District policy may NOT allow previous grade(s) and credit(s) to be disregarded in computing the student's GPA. § 55021(b)	See guidelines regarding audit documentation required.
Significant change in industry or licensure standards* § 55040(b)(9)	District may permit a student to petition the district 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 that student's employment or licensure.	No specific limit.	Same as student limit. § 58161(f)(8)	District policy may NOT allow previous grade(s) and credit(s) to be disregarded in computing the student's GPA. § 55021(b)	See guidelines regarding audit documentation required.
Additional limitations – active participatory courses in physical education, visual arts, or performing arts, that are related in content:					
Courses related in content § 55040(c)	District policy must further limit enrollment of students in courses that are active participatory courses in physical education, visual arts, or performing arts.	See table 4.	See table 4.	See table 4.	See table 4.

*With some limitations, these are circumstances in which a student can enroll in a course more than one time if either a satisfactory grade has (table 1) or has **not** (table 2) been achieved, if all other conditions for the subsequent enrollment(s) have been met.

Appendix B – Summary Tables

Table 3: Repeatable Courses

Rule Type	Explanation	Student Limit	Apportionment Limit	GPA/Credit	Other information
General Rule	Districts may not designate courses as repeatable unless the course is one of the three types specified below. If one of the three types below, then district policy may designate the course as repeatable and students may repeat the course, even if they received a satisfactory grade on a prior enrollment.	Varies depending upon the type of course.	Same as student limit.	The grade received each time shall be included for calculating GPA. § 55041(c)	
Types of courses that districts may designate as repeatable (§ 55041(b)(1)):					
Courses required by CSU or UC for completion of a bachelor's degree § 55041(a)(1)	A district may designate a course as repeatable if repetition of that course is required by CSU and/or UC for completion of a bachelor's degree.	See guidelines.	4s/6q enrollments, +1s/q if significant lapse time exception applies. §§ 58161(d), 58161(e)(1)	The grade received each time shall be included for calculating GPA. § 55041(c)	
Intercollegiate Athletics § 55041(a)(2)	A district may designate as repeatable a course in which student athletes enroll to participate in an organized competitive sport sponsored by the district or a conditioning course which supports the organized competitive sport.	No specific limit.	350 contact hours per fiscal year, per enrolled student, per sport (of the 350 hours, up to 175 contact hours in courses dedicated to the sport and 175 contact hours in conditioning or skill development courses for the sport) or 4s/6q enrollments, whichever is less. §§ 58161(d), 58162	The grade received each time shall be included for calculating GPA. § 55041(c)	

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Table 3: Repeatable Courses (Continued)

Rule Type	Explanation	Student Limit	Apportionment Limit	GPA/Credit	Other information
Types of courses that districts may designate as repeatable (§ 55041(b)(1) cont.):					
Intercollegiate Academic or Vocational competition § 55041(a)(3)	A district may designate courses that are designed specifically for participation in non-athletic competitive events between students from different colleges as repeatable. The outcomes of the course must be tied to the student's participation in the competition. The event must be sanctioned by a formal collegiate or industry governing body.	4s/6q enrollments, either in one single course or a combination of courses that are related in content.	Same as student limit. § 58161(d)	The grade received each time shall be included for calculating GPA. § 55041(c)	The enrollment limits, including the limits for courses that are related in content, apply even if the student receives a substandard grade or W during one of the enrollments or petitions for repetition due to extenuating circumstances.
Additional limitations – active participatory courses in physical education, visual arts, or performing arts, that are related in content:					
Courses related in content § 55040(c)	District policy must further limit enrollment of students in courses that are active participatory courses in physical education, visual arts, or performing arts.	See table 4.	See table 4.	See table 4.	See table 4.

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Table 4: Active participatory credit courses in physical education, visual arts, or performing arts that are related in content

Rule Type	Explanation	Student Limit	Apportionment Limit	GPA/Credit	Other info.
Active participatory courses in physical education, visual arts, or performing arts that are related in content § 55040(c)	In addition to the foregoing enrollment limitations, districts must limit a student's enrollment in active participatory courses in physical education, visual arts, or performing arts if the course the student is seeking to enroll in is related in content to one that he or she has previously been or is currently enrolled in. A course related in content includes any course with similar primary educational activities in which skill levels or variations are separated into distinct courses with different student learning outcomes for each level or variation. § 55000(l)	Except as provided below, up to 4s/6q enrollments total in levels and/or variations.	Same as student limit.	All grades and credits received count in computing GPA, unless an exception applies.	
Additional exceptions and limitations:					
Significant lapse of time §§ 55040(b)(3), 55043	If district policy permits students to repeat a course due to significant lapse of time, all enrollments, including the additional enrollment allowed as a result of the significant lapse of time, in an active participatory course in physical education, visual arts, or performing arts, counts toward the total enrollments.	Up to 4s/6q enrollments. If student has exhausted 4s/6q enrollments, +1 s/q enrollment for significant lapse of time can be permitted.	Same as student limit. § 58161(d) and (e)(1)	When a course is repeated pursuant to significant lapse of time, the district policy may allow the previous grade and credit to be disregarded in computing the student's GPA. § 55043(c)	
Variable unit courses offered on an open-entry/open-exit basis – physical education, visual arts, and performing arts §§ 55040(b)(4), 55044	District policy may permit students to enroll in variable unit courses offered on an open-entry/open exit basis as many times as is necessary to complete the course one time, except if the course is an active participatory course in physical education, visual arts, or performing arts, in which case each enrollment in a portion of the course counts toward the courses that are related in content limitation. § 55040(c)	Up to 4s/6q enrollments; for this purpose, enrollments include each portion.	Same as student limit. § 58161(d)	District policy may permit the previous grade and credit on that portion repeated to be disregarded in computing the student's GPA. § 55044(c)	

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Table 4: Active participatory credit courses in physical education, visual arts, or performing arts that are related in content (Continued)

Rule Type	Explanation	Student Limit	Apportionment Limit	GPA/Credit	Other information
Additional exceptions/limitations specific to repeatable courses in physical education, visual arts, or performing arts					
Courses required by CSU or UC for completion of a bachelor's degree §§ 55040(b)(1), 55041(a)(1)	Courses properly designated as repeatable pursuant to section 55041(a)(1) that happen to also be active participatory courses in physical education, visual arts, or performing arts, are subject to the limitations on courses that are related content as set forth in section 55040(c).	Up to 4s/6q enrollments in one course or a combination of courses related in content.	Same as student limit.	When a course is designated as repeatable, each grade received shall be included in computing the student's GPA. § 55041(c)	See guidelines for additional clarification regarding repeatable courses in physical education, visual arts, or performing arts that happen to also be subject to related course content limitations.