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|  | REDWOODS COMMUNITY COLLEGE DISTRICT AP 4225 Administrative Procedure   |

**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.

1. Definitions

A. Enrollment: **For the purposes of course repetition, 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 A student’s attendance in a course still counts as an enrollment even if the student withdrew or was withdrawn by a faculty member and received a “W”.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.

2. 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:

1. 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 ~~receive~~ **received** 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 ~~receive~~ **received** another substandard grade, he or she may not take the course again under the Repetition to Alleviate Substandard Course Work (per Title 5 §55042). No additional enrollments are permitted beyond the three 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~~ **Grade-Point Average (GPA)** for the first two repeats (third attempt). All grades received from all course repetitions will be noted on the permanent academic record.

1. 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 four 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 (Title 5 Section 55041(a)(3)).

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~~ **GPA**.

1. 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.

1. 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 submit a petition to the Office of Admissions and Records with supporting documentation as appropriate when petitioning for repetition due to extenuating circumstances.

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.

1. 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 ~~grade-point average~~ **GPA**.

1. 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 **based on educational limitations** 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 ~~grade-point average~~ **GPA**.

1. 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 submit a petition to the Office of Admissions and Records with supporting documentation and certification as appropriate when petitioning for repetition due to a legally mandated training requirement.

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~~ **GPA**.

1. 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 submit a petition to the Office of Admissions and Records with supporting documentation and certification as appropriate when petitioning for a significant change in industry or licensure standards.

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~~ **GPA**.

1. 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 in 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.

3. 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~~ **GPA**.

Reference**:**

Education Code Section 76224

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

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