

## COURSE REPETITION AND REPEATABLE COURSES

### Credit Courses

#### I. COURSE REPETITION AND REPEATABILITY

##### A. Course Repetition to Alleviate Substandard Academic Work or After Withdrawal

A student may repeat a course in an effort to alleviate substandard academic work (D, F, NP, and NC) or after withdrawing (W, FW, MW, and EW). Students may repeat a non-repeatable course for a maximum of two enrollments within the District except in limited circumstances as described below. Neither MWs nor EWs shall count towards the maximum number of enrollments in a course. Students do not need to petition for the first or second repeat of a course. Once the student has received a satisfactory grade (A, B, C, CR, or P), the student may not repeat the course again except as described in Section I.B. Only the first two substandard grades may be annotated as repeated on the transcript. A substandard grade earned on the third and final attempt will be calculated in the student's grade point average, but units completed will be excluded from the cumulative total.

##### B. Course Repetition Due to Special Circumstances

Students may be permitted to repeat a non-repeatable course where a satisfactory grade has been earned only in the following special circumstances. Students must petition and submit appropriate supporting documentation to the Admissions and Records Office for the college at which the student seeks to enroll.

1. Legally Mandated Training Requirement: A student may repeat a course an unlimited number of times where it is required to meet a legally mandated training requirement as a condition of continued volunteer or paid employment. A student may repeat such courses any number of times, regardless of whether the student previously received substandard grades.
2. Employment of Licensing Requirement: A student may repeat a course needed for employment because of a significant change in industry or licensure standards.
3. Significant Lapse of Time: A student may repeat a course in which a satisfactory grade (A, B, C, P, or CR) was previously earned AND an institution of higher learning has an established recency requirement of not fewer than three years AND the student is unable to satisfy this requirement without repeating the course.
4. Extenuating Circumstances: A student who has earned a satisfactory or substandard grade may petition to repeat a course due to an extenuating circumstance. Extenuating

circumstances are verified cases of accidents, illnesses, or other circumstances beyond the control of the student. Extraordinary conditions are fire, flood, or other large scale catastrophic events.

5. Disabled Students Programs and Services (aka Disability Support Programs for Students) (DSPS): A student with verified disabilities may repeat a course designated as a “special class” for students any number of times when an individualized determination verifies that such repetition is required as a disability related accommodation for the student. All units and grades earned will be calculated in the student’s grade point average.
6. Military Service: A student who has been approved for a military withdrawal (MW) shall be allowed to repeat a course.
7. Work Experience Education: A student may enroll any number of times in work experience education subject to a maximum of 14 units earned during one enrollment period.

C. Repeatable Courses

The following types of courses may be designated as repeatable:

1. Courses required to meet the major requirements of CSU or UC for completion of a bachelor’s degree.

The District must retain supporting documentation that verifies that the repetition is necessary to meet the major requirements of CSU or UC for completion of the bachelor’s degree.

2. Intercollegiate athletic courses.

A student may repeat a course in which student athletes enroll 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.

- a. A student may repeat courses that are designed specifically for participation in non-athletic competitive events between students from different colleges.
- b. Enrollment in the course is limited to no more than four times. This enrollment limitation applies even if the student receives a substandard grade or W, FW, MW, or EW during one or more of the enrollments.

4. Skills-based courses that are repeatable shall be identified and designated in the college catalogs.

- a. Courses that are similar in content shall be grouped into a family of courses (e.g. drawing).
- b. Students are restricted to a maximum of four enrollments in courses designated as repeatable or in a family of courses. This limit applies even if the student receives substandard grades (D, F, NC, or NP) or withdrawal (W, MW, FW, or EW).

5. Special Class.

Courses can be deemed a special class for students with disabilities when an individualized determination verifies that such repetition is required as a disability-related accommodation for the student.

6. Work Experience Education.

Students are permitted to repeat a work experience education course so long as they do not exceed the limit of 14 units of work experience education in one enrollment period.

II. REPETITION AND ACADEMIC RECORDS

When a course is repeated the District shall disregard the previous grade and credit, and include only the most recent grade and credit in the student's grade point average.

- A. Students may submit a petition to the Admissions and Records Office for any repeated course not automatically annotated or to reverse automated repetition not desired. All enrollments shall be recorded on the student's transcript using an appropriate annotation.
- B. Students may use an equivalent course from an accredited college or university to annotate the first two substandard grades received at the college, only if the grade was earned subsequent to the grade received at the college.
- C. The colleges will honor the course repeat actions of other accredited colleges and universities in determining acceptance of credits and pre-requisites, but such courses will not be calculated in the grade point average on a District transcript.

The District shall develop and implement a process and procedure to monitor course repetition appropriately.

III. NON-CREDIT COURSES

There are no specific limitations on non-credit course repetition other than those which may be included on the Course Outline of Record for the approved non-credit course. Non-credit repetition and multiple enrollments are defined and approved as follows:

- 1. The student has completed the maximum number of hours required for the course and re-enrolls and repeats the same course.
- 2. A student has completed fewer than the maximum number of hours required for the course and re-enrolls in the same course during another term. The student then proceeds in the course and completes: subsequent content, another portion, or all the required hours for the course.
- 3. A student enrolls in more than one section of the same course during the same term to provide additional opportunity for instruction and mastery of skill or knowledge.
- 4. A student has participated in the course for the total number of hours specified on the course outline. The hours required for a non-credit course completion may be accumulated in one section during one term, over multiple terms, or by enrolling in multiple sections during a single term or terms.

*References:*

*California Code of Regulations, Title 5, Sections 55040, 55041, 55042, 55043, 55044, 55253, 56029, and 58161*

Adopted: 05-05-16  
Revised: 06-17-21  
Revised: 03-14-24

Revised: 04-16-26