

**ADMINISTRATIVE PROCEDURE
San Mateo County Community College District**

Subject: 6.17.1 Course Repetition and Repeatable Courses
Adoption Date: 9/13
Policy References: Education Code Sections 66700, 70901, 70902, 76224: Title 5, Sections 55000, 55040, 55041, 55253, 56029, 55042, 55043, 55044, 55045, 55253, 56029, and 58161, 58162, 58166

Definition of Course Repetition

A “course repetition” occurs when a student who has previously received an evaluative symbol (i.e. A, A-, B+, B, B-, C+, C, D+,D, D-, F, W, P/NP, CR/NC,RD,I) in a credit course (Section 55023), re-enrolls in that course and receives an evaluative symbol OR attempts a course and receives an evaluative or non-evaluative symbol for the course (i.e. A, A-, B+, B, B-, C+, C, D+,D, D-, F, W, P/NP, CR/NC,RD,I) and wishes to enroll again in the same course. All course attempts in a student’s academic record count toward this enrollment limitation.

Course Repetition To Alleviate Substandard Work

1. A student who has earned a substandard grade (i.e., D+, D, D-, F, NP, NC) in a course that is not designated as repeatable may repeat the course to improve the grade. To alleviate substandard work, a “course attempt” occurs when a student receives an evaluative or non-evaluative symbol for the course (i.e. D+, D, D-, F, W, NP, NC). All course attempts in a student’s academic record count toward this enrollment limitation.
2. When a student repeats a course to alleviate substandard academic work (i.e., D+, D, D-, F, NP, NC), the previous (i.e., last) grade and credit will be disregarded in the computation of grade point averages. A student may attempt a course a maximum of three times. A “W” counts as a course attempt.

Course Repetition for Satisfactory Work

When a student completes a course that is not designated as repeatable and receives a satisfactory grade (i.e., A, A-, B+, B, B-, C+, C), the student may not repeat the course unless there is another provision that allows the repetition. Examples of these provisions are described below:

Course Repetition for Significant Lapse of Time

1. A student may repeat a course in which s/he has received a standard grade (i.e., A, A-, B+, B, B-, C+, C, or Pass) after at least 36 months has elapsed since the student was awarded the grade in the course and the District has established a recency prerequisite that applies to the course or an institution of higher learning has established to which the student seeks to transfer has established a recency requirement which the student will not be able to satisfy without repeating the course.
2. The grade and units from the first course completion will be disregarded in the computation of grade point averages.

6.17.1 Course Repetition and Repeatable Courses (continued)

3. If a student needs to repeat an active participatory experience course in physical education or visual or performing arts, or an active participatory course that is related in content (i.e. courses identified in SMCCCD as Subject “Families”), due to significant lapse of time, that repetition shall be counted in applying the limit on repetitions set forth in Section 55040 (c), except that, if the student has already exhausted the number of repetitions permitted, and additional repetition due to significant lapse of time may be permitted. The student should submit an Extenuating Circumstances petition to the Office of Admissions.

Course Repetition for Students with Verified Disabilities Repeating a Special Class (Title 5, Section 56028, 56029)

1. A student with a verified disability may repeat a special class designated for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for that student for one of the reasons specified in Title 5, Section 56029. When a student with a disability repeats a class, the previous grade and credit shall be included in the computation of grade point averages.
2. Special classes are those instructional activities designed to address the educational limitations of students with disabilities who would be unable to substantially benefit from regular classes even with appropriate support services or accommodations as set for in Section 56028.

Course Repetition for Variable Unit Courses (Title 5, Section 55044)

A student may enroll in a variable unit course as many times as necessary to complete one time the entire curriculum and unit value of the course. However, a student may not repeat any portion of a variable unit course that has already been completed and evaluated.

Course Repetition for Legally Mandated Courses (Title 5, Section 55000)

1. A student may repeat a course any number of times where it is required for a student to meet a legally mandated training requirement as a condition of paid or volunteer employment, regardless of whether the student received a substandard grade (i.e., D+, D, D-, F, No Pass). A student must present documentation to the Office of Admissions to certify that the course is legally mandated. Admissions staff will approve/disapprove the repetition.
2. A student may petition to repeat a course needed for employment or licensing because of a significant change in the industry or licensure standards. Student may take these courses any number of times. A student must present documentation to the Office of Admissions certify that the course is needed because of a significant change in the industry or licensure standards. Admissions staff will approve/disapprove the repetition.

Course Repetition for Cooperative Work Experience Education (Title 5, Section 55353)

1. A student may repeat an occupational work experience course if the 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.
2. A student may be repeat an occupational work experience course any number of times as long as the student does not exceed the limits on the number of units of cooperative work experience set forth in Title 5 Section 55253(a).

6.17.1 Course Repetition and Repeatable Courses (continued)

Course Repetition For Extenuating Circumstances (Title 5, Section 55045)

1. Under certain circumstances, students may repeat a course if extenuating circumstances justify a repetition. Students must provide documentation of the extenuating or extraordinary circumstances to justify such repetition. Extraordinary circumstances are similar to those that would justify the District in providing a student a refund. Extenuating circumstances are verified cases of accident, illness, natural disaster, or other circumstances beyond the control of the student. Grades awarded for courses repeated under these provisions may be included when calculating a student's grade point average. Students must present an Extenuating Circumstances petition to the Office of Admissions. Students will be notified if their petition is approved.
2. A student may enroll for one additional attempt only if documentable extenuating circumstances exist that match the dates of the course for the previous enrollment. Examples of extenuating circumstances are fire, flood, accident/hospitalization, or other extraordinary documentable experience. Students must present an Extenuating Circumstances petition to the Office of Admissions. Students will be notified if their petition is approved.

Course Attempts Within Subject "Families"

1. The colleges have established "families" of courses with similar educational activities (See #2 below.) Although a course cannot be repeated, a student may attempt up to four courses in a subject "family." This limitation applies even if the student receives a substandard grade (i.e., D+, D, D-, F, NP, NC) or a "W." Enrollment limitations are monitored district wide for a subject "family." A list of the courses in subject "families" is published in the college catalog.
2. Students may attempt active participatory courses in physical education/kinesiology, and visual or performing arts where the course objectives are met by repeating a similar primary educational activity and an expanded educational experience occurs each time the course is attempted for the following reasons:
 - a. The student's skills or proficiencies will be enhanced by supervised repetition and practice within class periods and
 - b. Active participatory experience in individualized study or group assignments is the method to learn the objectives.

General Provisions Regarding Course Repetitions

1. Courses that are repeated shall be recorded on the student's permanent academic record using an appropriate symbol.
2. The permanent record shall be annotated in a manner that all work remains legible, insuring a true and complete academic history.
3. The District may claim the attendance of students for enrollments in credit courses for state apportionment as described in Title 5, Section 58161, 58162 and 58161.
4. Nothing in these procedures shall conflict with Education Code, Section 76224 pertaining to the finality of grades assigned by instructors, or with Title 5 or District procedures relating to the retention and destruction of records (Title 5, Chapter 10, Section 59020).
5. Course repetition is monitored through the District's computer programs.

6.17.1 Course Repetition and Repeatable Courses (continued)

Repeatable Courses (Title 5, Section 55041)

Three types of courses are designated as repeatable and are identified in the college catalog.

1. Intercollegiate Athletics

Courses 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 may be designated as repeatable. (Title 5 Section 55040/55041)

2. Intercollegiate Academic or Vocational Competition

- a. Courses that are specifically for participation in non-athletic competitive events between students from different colleges may be designated as repeatable. 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.
- b. Enrollment is limited to no more than four times. This enrollment limit applies even if the student receives a substandard grade or "W" during one or more of the enrollments in such a course or petitions for repetition due to special circumstances as provided in Section 55045.
- c. When a course is repeated pursuant to this section, the grade received each time shall be included for the purposes of calculating the student's grade point average.
- d. Apportionment shall be limited as set forth in Section 58161.

3. Required by CSU or UC for Completion of a Bachelor's Degree (Title 5, Section 55041)

Repetition of the course is required by CSU or UC for completion of the bachelor's degree. Courses are limited to four attempts and this enrollment limitation applies even if the student receives a substandard grade or a "W."

Note: Further information regarding course repetition can be found at:

<http://extranet.cccco.edu/Divisions/AcademicAffairs/WhatsNew.aspx#Curriculum/ADT>