

Rancho Santiago Community College District ADMINISTRATIVE REGULATION

Chapter 4 Academic Affairs

AR 4225 Course Repetition

Reference(s):

Education Code Section 76224

Title 5 Sections 55040, 55041, 55042, 55043, 55253, 56029, and 58161

Students may take the following types of courses up to a total of four enrollments:

- 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 three times.

Students may enroll in activity courses in physical education, visual arts, or performing arts. Such courses may not be repeated more than three times. This limit applies even if the student receives a substandard grade or "W" during one or more enrollments or if a student petitions for repetition due to extenuating circumstances. The student may petition through the Office of Admissions and Records.

When a student repeats a course designated as repeatable to alleviate substandard academic work (a "D," "F," "FW," "NP," or "NC"), the previous grade and credit shall be disregarded in the computation of grade point averages. No more than two substandard grades may be alleviated.

When a student with a disability repeats a class, the previous grade and credit shall be disregarded in the computation of grade point averages.

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.

If the District is claiming apportionment under Title 5 Section 58161, students may petition for approval to repeat up to a total of three enrollments in which substandard grades (less than "C," and including "FW," "NP," or "NC") were awarded in one or more enrollments. The District may

disregard the first two substandard grades in the computation of grade point average, if the student repeats the class two times.

The District will allow course repetition when:

- Requirements to repeat courses are permissible after a significant lapse of time [no less than 36 months].
- An institute of higher learning established a recency requirement, which the student will not be able to satisfy without repeating the course. A student may petition for repetition if less than 36 months have elapsed and the student provides documentation that the repetition is necessary for transfer.
- Provisions for repeating a course taken at another accredited college or university for which substandard academic performance is recorded.
- Circumstances under which students may repeat courses in which a C or better grade was earned are described in this paragraph. Such course repetition requires a finding that extenuating or extraordinary circumstances exist which justify such repetition. Extenuating circumstances are verified cases of accidents, illness, 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.

The following are exceptions to the number of times students may repeat a course:

- Students may not enroll in a course more than three times, except in limited circumstances, described below. Enrollments include any combination of withdrawals and repetitions.
- Students may repeat a cooperative work experience course pursuant to District policy any number of times as long as they do not exceed the limits on the number of units of cooperative work experience set forth in Title 5 Section 55253(a).
- 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. The District will disregard previous grades in computing the student's GPA each time the course is repeated.
- Students 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 continued paid or volunteer employment, regardless of whether the student recorded substandard work.
- Students may petition to repeat a course needed for employment or licensing because of a significant change in the industry or licensure standards. Students may take these courses any number of times.
- Students can be permitted a fourth attempt in a non-repeatable class as long as the student receives written approval from the Vice President of Academic Affairs, or designee. In this case the college will not claim apportionment

All course repetition petitions shall be submitted to the Office of Admissions and Records. The Colleges shall develop and implement a mechanism to allow it to properly monitor course repetition.

Adopted: September 17, 2018