AP 4225 COURSE REPETITION – NON REPEATABLE COURSES

References:
Education Code Section 76224;
Title 5 Sections 55024, 55040-55045, 55253, 56029, and 58161

Students are only allowed a maximum of three enrollments in a non-repeatable course in which the final grade has resulted in either a substandard grade of “D,” “F,” “FW,” “NP,” or “NC” or the “W” symbol as outlined below:

Non-Repeatable Courses (Substandard Grades or the “W” Symbol)
A student who receives a substandard grade of “D,” “F,” “FW,” “NP,” or “NC” or the “W” symbol on the first attempt of a non-repeatable course taken at College of Marin, may repeat that course one more time without a petition in an effort to successfully complete the course with a passing grade. After receiving any combination of two substandard grades or the “W” symbol in the course, a student may submit a petition to the College Petitions Committee to the Office of Admissions and Records to repeat the course for the third enrollment providing there is verifiable documentation that extenuating circumstances occurred. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student. For the petition to be approved reviewed, the student is required to meet with a counselor to complete the petition and all supporting documents must be attached to the petition at the time of submission.

With an approved petition, the student must wait one week after the start of new and returning student registration to register for the course.

Each time the course is repeated, the previous When a student repeats a class to alleviate substandard academic work, only the first two substandard grades (“D”, “F”, “FW”, “I”, “NC, or “NP”) and units shall be disregarded will be excluded in the computing computation of the student’s cumulative grade point average (GPA).

Courses granted Academic Renewal will not be included for course repetition limits. (See BP/AP 4240 titled Academic Renewal for specific requirements.)

Non-Repeatable Courses (Withdrawal “W” Symbol)
Students who have received the “W” symbol after withdrawing from a course may re-enroll in the course without petition. After receiving two “W” symbols in a given course, a student may submit a petition to the College Petitions Committee to repeat the course for a third enrollment providing there is verifiable documentation that extenuating circumstances occurred. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student. The student is required to meet with a counselor to complete the petition and all supporting documents must be attached to the petition at the time of submission.
With an approved petition, the student must wait one week after the start of new and returning student registration to register for the course.

Annotating the permanent academic record shall be done in a manner that all work remains legible, ensuring a true and complete academic history.

Students may also petition to repeat under the following circumstances:

- **Legally Mandated Training**
  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.

- **Significant Change in the Industry or Licensure Standards**
  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.

- **Due to Extenuating Circumstances (Title 5 Section 55045)**
  Circumstances under which students may repeat courses in which a C or better grade was earned. Such course repetition requires a finding that extenuating or extraordinary circumstances exist which justify such repetition. Extraordinary circumstances are those which would justify the District providing the student a refund. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. With an approved petition, the student must wait one week after the start of new and returning student registration to register for the course and grades awarded for courses repeated under these provisions are included when calculating a student’s grade point average.

- **Cooperative Work Experience (general work experience and occupational work experience)** - see AP 4227 titled Repeatable Courses

- **Students with Disabilities** – see AP 4227 titled Repeatable Courses

- **Due to Significant Lapse of Time** - See AP 4228 titled Course Repetition Significant Lapse of Time

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.

Office of Primary Responsibility: Vice President of Student Learning

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**NOTE:** The **red type** signifies legally required language recommended from the Policy and Procedure Service and its counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current College of Marin AP 4225 titled Course Repetition. The language in **green ink** was added by Sara and Rinetta on 11-20-13. The language in **purple ink** is recommended by ASC.
Date Approved: December 9, 2008
Date Revised: February 19, 2009
Date Revised: June 22, 2010
Date Revised: June 28, 2011
(Replaces portions of College of Marin Procedure 4.0003 DP.10)
Additional Legal Revisions

5 CCR § 55040
Cal. Admin. Code tit. 5, § 55040

Title 5. Education
Division 6. California Community Colleges
Chapter 6. Curriculum and Instruction
Subchapter 1. Programs, Courses and Classes
   Article 4. Course Repetition and Academic Renewal
   § 55040. District Policy for Course Repetition.

(a) The governing board of each community college district shall adopt and publish policies and procedures pertaining to the repetition of credit courses. Such policies and procedures shall not conflict with section 55025 or Education Code section 76224, pertaining to the finality of grades assigned by instructors, or with subchapter 2.5 (commencing with section 59020) of chapter 10 of this division, pertaining to the retention and destruction of student records.

(b) The policies and procedures adopted pursuant to subdivision (a) may,

(1) designate certain types of courses as “repeatable courses” consistent with the requirements of section 55041.

(2) permit a student to repeat a course in an effort to alleviate substandard academic work consistent with the requirements of section 55042.

(3) permit or require a student to repeat a course due to significant lapse of time consistent with the requirements of section 55043.

(4) permit a student to repeat a portion of a course, other than a physical education, visual arts, or performing arts course, offered for variable units on an open-entry/open-exit basis which the student previously completed only under the circumstances described in section 55044.

(5) permit a student to repeat a course which is not designated as a repeatable course, regardless of whether substandard academic work was previously recorded, where the district determines, consistent with section 55045, that there are extenuating circumstances which justify the repetition.

(6) permit a student to repeat a course in occupational work experience under the circumstances described in section 55253. When an occupational work experience course is repeated pursuant to that section, the grade received each time shall be included for purposes of calculating the student’s grade point average.

(7) permit a student with a disability to repeat a special 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 reasons specified in section 56029. The district policy may allow the previous grade and credit to be disregarded in computing the student’s GPA each time the course is repeated.
(8) permit a student to repeat a course determined to be legally mandated as defined in section 55000, regardless of whether substandard academic work has been recorded. Such courses may be repeated for credit any number of times. The governing board of a district may establish policies and procedures requiring students to certify or document that course repetition is legally mandated.

(9) 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 employment or licensure. Such courses may be repeated for credit any number of times. The governing board of the district may establish policies and procedures requiring students to certify or document that there has been a significant change in industry or licensure standards necessitating course repetition.

(c) The policies and procedures adopted by the governing board of each community college district pursuant to subdivision (a) may not permit student enrollment in active participatory courses, as defined in section 55000, in physical education, visual arts or performing arts that are related in content, as defined in section 55000, more than four times for semester courses or six times for quarter courses. This limitation applies even if a student receives a substandard grade or "W" during one or more of the enrollments in such a course or petitions for repetition due to extenuating circumstances as provided in section 55045.

(d) When course repetition occurs pursuant to this section, the student’s permanent academic record shall clearly indicate any courses repeated using an appropriate symbol and be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

(e) Notwithstanding the limits set forth above, apportionment will be limited as set forth in section 58161.


HISTORY

1. New article 4 (sections 55040-55043) and section filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2007, No. 35).


3. Amendment of subsections (a), (b)(1) and (c)(2) filed 9-29-2009; operative 10-29-2009. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2009, No. 43).

4. Amendment of subsections (c)(1)-(5) and new subsection (e) filed 9-12-2011; operative 10-12-2011. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2011, No. 37).

5. Repealer of subsections (b)-(b)(2), subsection relettering, amendment of newly designated subsections (b), (b)(2) and (b)(5) and new subsections (b)(8)-(c) filed 12-27-2012; operative 1-26-2013. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2013, No. 1).
6. Amendment of subsection (b)(4) filed 8-6-2013; operative 9-5-2013. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2013, No. 32).

5 CCR § 55253
Cal. Admin. Code tit. 5, § 55253
Title 5. Education
§ 55253. College Credit and Repetition.

(a) For the satisfactory completion of all types of Cooperative Work Experience Education, students may earn up to a total of 16 semester credit hours or 24 quarter credit hours, subject to the following limitations:

(1) General Work Experience Education.

A maximum of six semester credit hours or nine quarter credit hours may be earned during one enrollment period in general work experience education.

(2) Occupational Work Experience Education.

A maximum of eight credit hours may be earned during one enrollment period in occupational work experience education.

(b) If a 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, the district policy on course repetition adopted pursuant to section 55040 may permit a student to repeat that course any number of times so long as the student does not exceed the limits on the number of units of cooperative work experience education set forth in subdivision (a). Consistent with section 58161, attendance of a student repeating a cooperative work experience course pursuant to this subdivision may be claimed for state apportionment.


HISTORY

1. Amendment filed 4-26-74; effective thirtieth day thereafter (Register 74, No. 17).
2. Amendment filed 11-4-77; effective thirtieth day thereafter (Register 77, No. 45).
3. Amendment filed 9-29-78; designated effective 1-2-79 (Register 78, No. 39).
4. Amendment filed 4-27-83; effective thirtieth day thereafter (Register 83, No. 18).
5. Amendment filed 3-4-91 by Board of Governors of California Community Colleges with the Secretary of State; operative 4-5-91 (Register 91, No. 23). Submitted to OAL for printing only pursuant to Education Code Section 70901.5(b).
6. Editorial correction of History 5 (Register 95, No. 20).
7. Amendment filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2007, No. 35).

8. Amendment of section heading and section filed 5-16-2008; operative 6-15-2008. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2008, No. 21).


5 CCR § 56029
Cal. Admin. Code tit. 5, § 56029

Title 5. Education
Division 6. California Community Colleges
Chapter 7. Special Programs
Subchapter 1. Disabled Student Programs and Services
Repetition of special classes is subject to the provisions of article 4 (commencing with section 55040) of subchapter 1 of chapter 6 and section 58161. However, districts are authorized to permit additional repetitions of credit or noncredit special classes to provide an accommodation to a student’s educational limitations pursuant to state and federal nondiscrimination laws. Districts shall develop policies and procedures providing for repetition under the following circumstances:

(a) When continuing success of the student in other general and/or special classes is dependent on additional repetitions of a specific special class;

(b) When additional repetitions of a specific special class are essential to completing a student's preparation for enrollment into other regular or special classes; or

(c) When the student has a student educational contract which involves a goal other than completion of the special class in question and repetition of the course will further achievement of that goal.


HISTORY

1. New section filed 2-4-93; operative 3-6-93 (Register 93, No. 6).

2. Amendment of section heading, first paragraph, subsection (a) and Note filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2007, No. 35).

3. Amendment of first paragraph filed 5-16-2008; operative 6-15-2008. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2008, No. 21).