This procedure was revised to align with the changes in Title 5 regarding the types of courses which may be designated as repeatable by the District.

**AP 4227  REPEATABLE COURSES**

**References:**

Title 5 Sections 55000, 55040, 55041, 55042, 55045, 55253, and 56029, and 58161

**Note:** This procedure is legally required.

Under the following special circumstances, students may repeat courses in which a grade of “C” or higher or “CR” or “P” was earned.

**Repeatable Courses**

Effective Fall 2013, Districts may only designate Only the following types of courses may be designated on the Course Outline of Record as repeatable:

- Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor’s degree. The Board of Trustees must retain supporting documentation that verifies that the repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree. The supporting documentation must be retained by the District as a Class 3 record basic to audit as required by Title 5 Sections 59020 et seq.;

- Intercollegiate athletics courses, as defined in Title 5 Section 55000; and

- Intercollegiate academic or vocational career/technical competition courses, as defined in Title 5 Section 55000, where enrollment in the course and courses that are related in content, as defined in Title 5 Section 55000, is limited to no more than four times for semester courses. This enrollment limitation 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 Title 5 Section 55045.

The District must identify all courses which are repeatable and designate such courses in its catalog.

When a course is repeated pursuant to this section, the grade received each time shall be included for purposes of calculating the student’s grade point average. Notwithstanding the limitations above,
Legally Mandated Courses
Students are allowed to repeat a course without a petition when repetition is necessary to enable that student to meet a legally mandated training requirement as a condition of volunteer or paid employment. Students can repeat such courses any number of times, even if they receive a grade of “C” or higher or “CR” or “P,” however, the grade received by the student each time will be included in the calculations of the student’s grade point average or NPG percentage. Prior to enrollment, the student must submit a Petition to Repeat a Legally Mandated Course along with verifiable documentation to Admissions and Records.

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

Activity Courses
Students may enroll in activity courses in physical education, visual arts, performing arts. Such courses may not be repeated for more than four semesters. This limit applies even if the student receives a substandard grade “W” during one or more enrollment or if a student petitions for repetition for repetition due to extenuating circumstances.

Courses for Students with Disabilities
Students with disabilities may 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.

Cooperative Work Experience Courses
Students are allowed to repeat a cooperative (occupational) work experience course if a college only offers one course in cooperative (occupational) work experience and that course is not offered as a variable unit open-entry/open-exit course. Where only one occupational work experience course is offered subject to the above conditions, students may be permitted to repeat this course 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). (NOTE: While Update 23 uses “occupational” in this section rather than “cooperative,” cooperative remains in the last sentence.)

Cooperative Occupational Work Experience Courses
Students are allowed to repeat a cooperative occupational work experience course if a college only offers one course in cooperative occupational work experience and that course is not offered as a variable unit open-entry/open-exit course. Where only one occupational work experience course is offered subject to the above conditions, students may earn up to a total of 16 semester credit hours, subject to the following be permitted to repeat this course 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); (NOTE: While Update 23 uses “occupational” in this section rather than “cooperative,” cooperative remains in the last sentence.)

apportionment will be limited as set forth in Title 5 Section 58161. (Discussed in meeting w/Sara/Rinetta and Jane Wright Nov 19.)
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.

Each time a repeatable course is repeated, the grades and units earned will be computed in the student’s cumulative grade point average (GPA). *(NOTE: Redundant—stated earlier in paragraph above “Legally Mandated Courses.”)*

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

Office of Primary Responsibility: Office of Student Learning

**Date Approved:** June 28, 2011

**Date Revised:** June 18, 2013

*The language in purple ink is recommended by ASC.*
Occupational Work Experience (§ 55040(b)(6))

Occupational work experience and general work experience are types of cooperative work experience. (§ 55252.) Occupational work experience “is supervised employment extending classroom occupational learning at an on-the-job learning station relating to the students’ educational or occupational goal.” (§ 55252(b).) General work experience, on the other hand, does not have to be related to the students’ education goals but is supervised employment that helps the student acquire “desirable work habits, attitudes and career awareness.” (§ 55252(a).)

Student enrollment limit: General and occupational work experience courses previously could not, and still cannot, lawfully be designated by a district as a repeatable course within the meaning of section 55041. However, the law previously allowed and continues to allow districts, under the circumstances specified in section 55253, to permit students to enroll multiple times in an occupational work experience course. This exception still does not allow for students receiving a satisfactory grade to re-enroll in (or repeat) a general work experience course. However, another provision might allow the student to repeat the general work experience course. For example, if the student received a substandard grade in a general work experience course, the student may be permitted to enroll again in the same course to alleviate that grade pursuant section 55042. (§ 55040(b)(6).)

Pursuant to section 55253, districts may permit students to enroll multiple times in an occupational work experience course if all of the following conditions are met:

• the district only offers one course in a given occupational work experience field,

• the one course offered is not offered as a variable unit open-entry/open-exit course,
§ 55041. Repeatable Courses.

(a) Districts may only designate the following types of courses as repeatable:

(1) Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor’s degree. The governing board of a district must retain supporting documentation that verifies that the repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor’s degree. The supporting documentation must be retained by the district as a Class 3 record basic to audit as required by section 59020 et seq.;

(2) Intercollegiate athletics, as defined in section 55000; and

(3) Intercollegiate academic or vocational competition, as defined in section 55000, where enrollment in the course and courses that are related in content, as defined in 55000, is limited to no more than four times for semester courses or six times for quarter courses. This enrollment limitation 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 extenuating circumstances as provided in section 55045.

(b) The district must identify all courses which are repeatable and designate such courses in its catalog.

(c) When a course is repeated pursuant to this section, the grade received each time shall be included for purposes of calculating the student’s grade point average, except if the course is repeated pursuant to another section of this article that permits district policy to allow the previous grade(s) to be disregarded.

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


HISTORY

1. New 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).
§ 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.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and
70902, Education Code.

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).