AP 4227 REPEATABLE COURSES

References:
Title 5 Sections 55041, 55042, 55253, and 56029

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 the following types of courses 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, as defined in Title 5 Section 55000; and

- Intercollegiate academic or career/technical competition, 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, apportionment will be limited as set forth in Title 5 Section 58161.

Legally Mandated Courses
Students are allowed to repeat a course without 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.
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.

Cooperative Work Experience Courses
Students are allowed to repeat a cooperative work experience course if a college only offers one course in cooperative work experience. Where only one work experience course is offered, 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).

Each time a repeatable course is repeated, the grades and units earned will be computed in the student’s cumulative grade point average (GPA).

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

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