

## **BP 4225 Course Repetition**

Reference:

**Title 5, Sections 55023-55024; 55030; 55040-55045; 56022; 56029; 58161**

- 1.0 The colleges shall designate, in accord with relevant California regulations and statutes, those courses that are repeatable due to the activity (e.g., physical education) or performance (e.g., music, dance, art) nature of instructional activities contained in the courses. Students may repeat courses in colleges within the District and designated as repeatable up to the allowable limit established by the colleges, but in no case shall a student be allowed to repeat such courses more than three (3) times.
- 2.0 Students may repeat no more than two times the same course in colleges within the District in which substandard grades or W's were assigned. The colleges may establish local procedures to intervene and advise students who have received multiple substandard grades or excessive W's prior to re-enrolling in the same course in any college within the District.
  - 2.1 The colleges shall exclude the first two substandard grades a student has earned in a course offered at a college within the District in computing the overall GPA if the student repeats the course two times.
  - 2.2 An assignment of MW in accord with provisions related to military service shall not count toward the college computation or exclusion related to probation or dismissal.
  - 2.3 An assignment of MW shall not count toward the maximum allowable number of repetitions to which the student would otherwise be entitled.
  - 2.4 Students who have previously earned a grade of C or better in a course offered at the colleges within the District shall be allowed to repeat the course under the following conditions:
    - 2.4.1 There is a recency requirement for the course as a prerequisite at an accredited institution to which the student will be transferring, or
    - 2.4.2 The appropriate college curriculum committee has established a recency requirement in accord with the regular prerequisite approval process.
    - 2.4.3 When a student repeats a course offered at a college within the District under these provisions, the previous grade and credit will be disregarded in computing the student's cumulative GPA.
  - 2.5 In accord with a determination that such repetition is required as a disability-related accommodation for a particular student, repetition any number of times in a special class for students with disabilities offered at colleges within the District shall be allowed.
    - 2.5.1 The previous grade and credit will be disregarded in computing the student's cumulative GPA each time the course is repeated under this provision.

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- 2.6 A student may enroll in an open entry/open exit course offered at colleges within the District as many times as necessary to complete one time the entire curriculum of the course as described in the course outline of record. Repetition of any portion of such a course may be allowed only under the following provisions:
- 2.6.1 the course is required for legally mandated training, or
  - 2.6.2 the course is a special class for students with disabilities, or
  - 2.6.3 repetition of the course is justified due to extenuating circumstances, or
  - 2.6.4 the student wishes to repeat the course in accord with section 2.1 of this policy.
- 2.7 Each time a student enrolls in a physical education activity course offered in an open entry/open exit basis, regardless of the number of units for which the student enrolls, the enrollment shall count as a repetition of the course for purposes of section 1.0.
- 2.8 When course repetition of a portion of a course is permitted under the circumstances described in section 2.6, the previous grade and credit shall be disregarded in computing the student's cumulative GPA.
- 3.0 Students may repeat the same course in colleges within the District beyond the provisions indicated above if:
- 3.1 Apportionment is not claimed, and
  - 3.2 The chief instructional officer or the chief student services officer (as designated by the college) approves of such enrollment subsequent to review of a petition filed by the student.
- 4.0 The colleges shall establish local procedures to allow for the repetition of a course offered in the colleges within the District that is not designated as a repeatable course where a determination has been made that there are extenuating circumstances, which justify the repetition.
- 5.0 When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.
- 6.0 Specific regulations regarding course repetitions will be included in the college catalogs and made available to students.
- 7.0 No limits are imposed on the repetition of non-credit courses. However, in the case of special non-credit courses, such as those for students with disabilities, restrictions on repeatability may be imposed when students are judged to have met the objectives of a course and/or are no longer making measurable progress.

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See Administrative Procedure 4225.

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