

4022. ADMINISTRATIVE REGULATIONS ON COURSE REPETITION

4022.1 Responsibilities

- A. The Vice President of Academic Affairs shall be responsible for the overall coordination and implementation of these regulations relating to orderly administration of course repetition and determination of academic standing.
- B. The Dean of Admissions & Records shall be responsible for maintaining orderly administration of course repetition and academic standing.

4022.2 Definitions

Definitions of all terms used in these regulations shall be those adopted in the Student Attendance Accounting Manual as issued by the Chancellor's Office of the California Community Colleges.

4022.3 Course Repetition

Credit courses that may be repeated fall into two categories; those that may be repeated only twice under certain conditions and those that may be repeated up to three times (meaning a course may be taken a total of four times).

- A. Unit credit is allowed only once. No credit or grades shall be allowed for unauthorized repeats. All courses, except those indicated in Section B below, may be repeated only twice and only under one of the following conditions:
 - 1. A course may be repeated when a grade of D, F, or NP has been recorded, and the grade of the repeated course, whether higher or lower, will be used for determining the grade point average. Unit credit will be based on the repeated grade only. The grade for the earlier course and the repeated course shall both be recorded on the student's permanent record, ensuring a true and complete academic history.
 - 2. A course may be repeated when a grade of B, C, or P has been recorded provided that the District finds that the previous grade was the result of verified cases of accident, illness or other extenuating circumstances beyond the student's control. Students desiring to repeat a course under this section must have prior approval from the Grade Review Committee before enrolling in

the course. Application for such approval must be made in writing to the Dean of Admissions & Records and must be supported by documentation that will verify the extenuating circumstances and must include a statement from the instructor of record (or department head if the instructor is not available) indicating that the recorded grade was lower than might have otherwise been had the extenuating circumstances not arisen.

3. A course may be repeated for review when a grade of A, B, C, or P has been recorded provided that a minimum of two semesters has elapsed since the student previously took the course for all courses numbered 1-99, except for Directed Study, or one semester has elapsed for all courses numbered 100 or higher, except for 600 band courses and that the District has determined the student would benefit by repeating the course in order to ensure that the student's knowledge is current. For repeated courses in which a grade of A, B, C or P has been recorded, the grade of the repeated course shall not be counted in calculating a student's grade point average. The grade of the earlier course and the repeated course shall both be recorded on the student's permanent record, ensuring a true and complete academic history. Unit credit is allowed only once. Neither credit nor grades shall be allowed for unauthorized repeated courses.
- B. Certain courses may be repeated up to a maximum of three times for a total of four enrollments regardless of the grades earned. These courses are identified in the college catalog and in the schedule of classes. They include courses in which skills or proficiencies are enhanced by supervised repetition and practice within class periods or those in which active participatory experience in individual study or group assignments is the basic means by which learning objectives are met. All grades earned for the authorized repeats shall be counted toward the grade point average and these courses are not subject to the repeat rules of Section A. These courses are designated with a fixed course number followed by letters indicating the number of semesters the course may be taken for credit. The letters following the course number are not separated by a hyphen. (Example: AB = 2 semesters, AC = 3 semesters, AD = 4 semesters.) For example, Journalism 85AD may be taken a maximum of four times. All grades and units earned in these types of courses are counted.
 - C. Repetition of courses for which a grade of A, B, C, or P has been recorded shall be permitted without petition in instances when such repetition is necessary to meet legally mandated training requirement(s) as a condition of continued paid or volunteer employment. Such courses must conform to all attendance

accounting, community course regulations, and other requirements imposed by applicable provisions of California law.

1. Such courses may be repeated for credit any number of times, regardless of whether or not substandard work was previously recorded, and the grade received each time shall be included for purposes of calculating the student's grade point average.
 2. Students enrolling in courses under this provision shall provide documented proof by the employer that such training is necessary to complete legally mandated training for continued paid or volunteer employment.
- D. Students with disabilities may repeat special courses 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.
- E. It shall be the student's responsibility to ensure that the repetition of a course is authorized by these regulations. Any student who is determined to be repeating a course when not authorized to do so shall be administratively removed from the class and any fees or tuition paid may be forfeited. Any grades or credit submitted for unauthorized repeats shall be disallowed.
- F. Credit by examination is not subject to the course repetition rules.
- G. Courses in the 600 number band (non-credit courses) are not subject to the course repetition rules.