

4022. ADMINISTRATIVE REGULATIONS ON COURSE REPEATABILITY
AND CREDIT 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 repeatability and credit course repetition and determination of academic standing.
- B. The Dean of Enrollment Services shall be responsible for maintaining orderly administration of course repeatability and credit course repetition and academic standing.

4022.2 Definitions

- A. Satisfactory credit course completion is defined as student attainment of a grade of A, B, C, P or CR.
- B. Unsatisfactory credit course completion is defined as student attainment of a grade of D, F, NP or NC.
- C. Withdrawal from a credit course is defined as student attainment of a mark of “W”.
- D. Credit course repetition is defined as re-enrollment in a credit course after a student has not attained satisfactory credit course completion or a significant lapse of time has occurred.
- E. Credit course repeatability is defined as re-enrollment in a credit course after a student has attained satisfactory credit course completion in areas permissible under law. These courses clearly state the terms of course repeatability in their course descriptions in the Long Beach City College Course Catalog and Schedule of Classes.
- F. Active participatory courses (course families), as referenced in Title 5 (CCR §55041), are defined as courses related in objectives and content as determined by the discipline faculty.

4022.3 Credit Course Repetition

The following outlines conditions for permissible credit course repetition:

- A. Repetition of satisfactorily completed credit courses is permitted only if one or more of the following conditions are met:

1. More than 36 months have passed since a student attained a grade and a recency requirement has been established as prerequisite for the course or program at Long Beach City College or another institution of higher education to which the student seeks to transfer, subject to appropriate documentation. Individual departments may have exceptions to the period of time in the recency requirement.
2. Repetition of variable unit entry/open exit credit course is required to complete the curriculum.
3. A petition is approved based on verified cases of accident, illness, or other circumstances beyond the control of the student, subject to appropriate documentation.
4. A student has a documented disability. A student may therefore enroll multiple times in a credit course specifically designed for students with disabilities. Such repetitions are considered to be disability-related accommodations, subject to appropriate documentation.
5. Enrollment in the course is designated by statute or regulation as a condition of that student's paid or volunteer employment or work experience, subject to appropriate documentation.
6. A significant change in the industry or licensure requirements which make repetition of the course necessary for a student's continued employment or licensure, subject to appropriate documentation.

If the above conditions are met, previous grade and credits earned will be disregarded from GPA calculation with the exception of 4022.3 Section A. 5, in which the grade is included in GPA calculation for each enrollment. If a student wishes to repeat a satisfactorily completed credit course, a Course Repetition Request Form and appropriate supporting documentation must be submitted to Enrollment Services.

- B. Repetition of credit courses in which a student has received an unsatisfactory grade in a credit course is permissible if one of the following circumstances applies:
1. The student is requesting repetition of a credit course to alleviate an unsatisfactory grade or mark of "W".
 2. The student is requesting repetition of a credit course for a third enrollment (second repetition) to alleviate an unsatisfactory or mark of "W". The student must submit a Course Repetition Request Form to Enrollment Services.

3. The student is requesting repetition of a credit course for a fourth enrollment (third repetition) to alleviate an unsatisfactory grade or mark of “W” earned due to circumstances beyond the student’s control or exceptional circumstances concerning completion of a degree, certificate, or transfer requirements. The student must submit a Course Repetition Request for Special Circumstances to Enrollment Services after meeting with a counselor. Repetition approval is not automatic and will be determined on a case by case basis. Final approval decisions will be made by a review committee and such decisions are final.

4022.4 Credit Course Repeatability

- A. Credit course repetition and credit course repeatability are defined in 4022.2 Section D and 4022.2 Section E respectively. Long Beach City College designates the following courses as repeatable for any student per Title 5 (CCR §55041):
 1. Courses for which repetition is necessary in order to meet major CSU or UC requirements for completion of a Bachelor’s Degree.
 2. Courses designed for intercollegiate athletics teams.
 3. Courses designed for vocational and academic competition.
- B. The following limitations apply to active participatory courses, as defined in 4022.2 Section F:
 1. Active participatory courses included in this restriction are courses in physical education, visual arts, and performing arts offered within the Long Beach City College District.
 2. A student may not have more than four enrollments in any active participatory course.
 3. This limitation also applies to students who have received an unsatisfactory grade (D, F, NP or NC) or withdrew from a course with a “W” for one or more enrollments (CCR §55000).

4022.5 Non-Credit Course Repeatability

Non-credit courses are defined as courses in the 600 number band and are not subject to the course repetition restrictions.

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