

**Academic Affairs**

The legally required procedure is due for review as part of the regular review process. Compared to the CCLC model procedure and updated formatting. Revisions as noted. The CCLC model is included to the Academic Senate for comparison and for guidance as it differs but also may be more succinct. This is a

10+1. Mici 3-7-2023

No changes. Jonathan/SLS and Jon H/Enrollment 3-9-2023

To Academic Senate 3-9-2023

**AP 4227 REPEATABLE COURSES****References:**

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

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

Only the following types of courses may be designated as repeatable on the Course Outline of Record:

- Courses for which repetition is necessary to meet the major requirements of [California State University \(CSU\)](#) or [University of California \(UC\)](#) for completion of a bachelor's degree;
- Intercollegiate athletics courses, as defined in Title 5 Section 55000; and
- Intercollegiate academic or vocational 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.

**Legally Mandated Courses**

Students are allowed to repeat a course with 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, kinesiology, visual arts and 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 due to extenuating circumstances.

### **Courses for Students with Disabilities**

Students with disabilities can 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.

When a student with a disability repeats special Student Accessibility Services (SAS) classes, the previous grades and units shall be disregarded in the computation of the cumulative grade point average (GPA).

### **Cooperative Work Experience Courses**

- 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, subject to the following limitations:
  - 1. General Work Experience Education  
A maximum of six semester 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 cooperative work experience course pursuant to this subdivision may be claimed for state apportionment.

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.

The District shall develop and implement a mechanism to allow it to properly monitor course repetition.

*Office of Primary Responsibility:* ~~Office of~~ Student Learning and Success

---

Date Approved: June 28, 2011

Date Revised: June 18, 2013; February 18, 2014; July 21, 2015

**Date Reviewed/Revised:**

