

BP 4225 COURSE REPETITION

Reference:

Education Code Sections 66700, 70901, 70902; Title 5, Sections 55000 – 55043, 55253 and 58161

4225 The Santa Clarita Community College District has adopted the following policy with regard to course repetition. Nothing in this policy shall conflict with Education Code section 76224 or Title 5 section 55025 that pertains to the finality of grades assigned by instructors or pertaining to the retention and destruction of student records.

4225.1 Definitions

- A. "Course repetition" occurs when a student who has previously received a grade in a particular course reenrolls in that course and receives a subsequent grade.
- B. For the purposes of course repetition, academic renewal, and all other grade related issues, **standard** grades shall be defined as meaning course work for which the student has earned a "D," "F," "FW," "NC", and/or "NP."
- C. For the purpose of course repetition, academic renewal, and all other grade related issues, **non-standard** grades shall be defined as meaning course work for which the student has earned an "A," "B," "C," "CR", or "P".
- D. For the purpose of this policy "Extenuating Circumstances" is taken to mean verified cases of accidents, illness, or other life changing events beyond the control of the student.
- E. For the purpose of this policy "Active Participatory Courses" are courses where individual study or group assignments are the basic means by which learning objectives are obtained. Active Participatory courses consist of courses in physical education, visual and performing arts, music, fine arts, theater, or dance.
- F. For the purpose of this policy "Enrollment" occurs when a student receives an evaluative or non-evaluative symbol (A, B, C, D, F, FW, CR, NC, P, NP or W) on their transcript.

4225.2 The policies and procedures adopted allow course repetition under the following circumstances:

A. **Repeatable Courses**

The District will designate certain types of courses as "repeatable courses" consistent with Title 5 section 55041 and the number of course repetitions allowed for each course will be published annually in the college catalog.

Districts may only designate the following types of classes as repeatable:

1. Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree.
2. Intercollegiate athletics.

3. Intercollegiate academic or vocational competition.

Students may repeat courses listed as repeatable up to the limit set forth by the course outline of record. Students may repeat these courses for not more than three times, even if one of the grades received is substandard, unless an exception provides for an additional repeat. The grade received each time shall be included for purposes of calculating the student's GPA.

B. Alleviate Substandard Grades

The District may permit a student to repeat a course in an effort to alleviate substandard grades.

- i. Students may enroll in a course for which they have earned a substandard grade or a withdrawal no more than three times.
- ii. If a student repeats a course for which he or she has earned a substandard grade or a withdrawal and receives a non-substandard grade (A, B, C, CR or P), he or she cannot repeat the course a second time.
- iii. If the student repeats a course for which he or she has earned a substandard grade or a withdrawal and receives a second substandard grade or a withdrawal, he or she can repeat the course one more time. If the student receives a withdrawal or a substandard grade on the third enrollment, the student cannot repeat the course again. A withdrawal does not alleviate the substandard grade on the previous enrollment.
- iv. After course repetition occurs to alleviate substandard grades, the previous grade and unit credit will be disregarded in computing the student's GPA for the previous two instances of substandard repetition. The course will be annotated such that the GPA calculation occurs for the most recent grade. A withdrawal does not alleviate a substandard grade.

C. Significant Lapse of Time

The District may permit or require a student to repeat a course due to significant lapse of time. Students cannot repeat courses where a non-substandard grade was received, unless there has been a significant lapse of time (36 months) and:

- i. the district has established a recency prerequisite established for a course or program; or,
- ii. another institution of higher education to which the student seeks transfer to has established a recency requirement which the student will not be able to satisfy without repeating the course in question. The student may petition if 36 months has not elapsed and the student provides documentation the repetition is necessary for the student's transfer to the institution of higher education.
- iii. The district determines a student must repeat an active participatory experience course due to significant lapse of time. If the student has exhausted all repetitions for the course, the district may permit one additional repetition.

Course repetition for a significant lapse of time can only occur once. All course work shall remain on the student's permanent record. When a course is repeated pursuant to this section, the previous grade and unit credit will be disregarded in computing the GPA.

D. Open Entry/ Open Exit Courses

The District may permit a student to repeat a portion of a variable unit open-entry/open-exit course. Students may enroll in a variable unit open entry/open exit course as many times as necessary to complete the entire curriculum of the course one time as described in the course outline of record. Each time a student enrolls in a physical education activity course offered on 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. When course repetition of a portion of a course is permitted under these circumstances, the previous grade and unit credit are to be disregarded in computing the student's GPA.

E. Legally Mandated Training

The District may permit a student to repeat a course to meet a legally mandated training requirement as a condition of continued or volunteer employment. Students may repeat a course to meet legally mandated training requirements as a condition of their continued or volunteer employment. The student may repeat the course, for credit, any number of times, regardless of whether substandard work was previously recorded and the grade and unit credit shall be included each time for the purpose of calculating the student's GPA. The District reserves the right to require a student to certify or document that course repetition is necessary to complete legally mandated training pursuant to this section.

F. Extenuating Circumstances

The District may permit a student to repeat a course, which is not designated repeatable, regardless of whether substandard academic work was previously recorded, when there are extenuating circumstances which justify the repetition. Course repetition due to extenuating circumstances may be granted when the student files a petition and the academic standard committee, or its designee, grants written approval of the petition based on a finding that the student's previous grade (whether substandard or non-substandard) was, at least in part, the result of extenuating circumstances. The previous grade and unit credit will be disregarded in computing the student's GPA.

G. Cooperative Work Experience Course

The District may permit a student to repeat a course in occupational work experience. Students may repeat cooperative work experience courses for a total of 16 semester units. General work experience courses may be taken one time for up to 6 semester units of credit. Occupational work experience course may be repeated multiple semesters up to 8 units of credit per semester. The combination of both types of work experience classes cannot exceed 16 semester units total. The grade

and unit credit received each time shall be included for purposes of calculating the student's GPA.

H. Special Courses for Students with Disabilities

The District may permit a student with a disability to repeat a special class for students with disabilities any number of times based on an individual determination that such repetition is required as a disability-related accommodation for that student. Students with a disability may repeat a special class 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. The previous grade and unit credit will be disregarded in computing the student's GPA each time the course is repeated.

I. Significant Change in Industry or Licensure Standards

The District may permit a student to repeat a course as a result of significant changes in industry or licensure standards such that repetition of the course is necessary for employment or licensure. Such courses may be repeated for credit any number of times. The District reserves the right to require a student to certify or document that course repetition is necessary for employment or licensure pursuant to this section.

In all conditions described above, the student's permanent academic record shall clearly indicate any courses repeated using an appropriate symbol and annotated in such a manner that work remains legible, insuring a true and complete academic history.

4225.3 Apportionment for Course Repetition

The District may claim the attendance of students who enroll in a credit course for state apportionment as follows:

- A. The attendance of a student enrolled in credit activity course may be claimed for a maximum of four times, regardless of standard, substandard grades, or withdrawals.
- B. Where substandard academic work has been recorded, apportionment may be claimed for a maximum of three enrollments to alleviate substandard grades.
- C. The attendance of a student repeating a credit course by petition for a significant lapse of time may be counted only once beyond the prior enrollment.
- D. The attendance of a student repeating a portion of a variable unit open entry/open exit credit course may be counted for state apportionment each time the student enrolls to complete one time the entire curriculum of the course.
- E. The attendance of students in legally mandated training may be claimed without limitation.
- F. The attendance of a student repeating a credit course by petition for extenuating circumstances may be claimed for one additional enrollment.
- G. The attendance of a student repeating a cooperative work experience course may be claimed for state apportionment up to the 16 unit limit.

- H. The attendance of students in special courses for students with disabilities may be claimed without limitation.
- I. The attendance of students in courses necessary for employment or licensure due to a change in industry or licensure standards may be claimed without limitation.

4225.4 Transfer Coursework

A. Course Repetition Outside the District

The Santa Clarita Community College District (SCCCD) shall permit repetition of a course which was taken in an accredited college or university and for which substandard academic work is recorded.

B. Transfer Coursework

In determining transfer student's credits, the SCCC, will honor similar, prior course repetition actions by other accredited colleges and universities.

C. Grade Alleviation

The SCCC will not alleviate substandard coursework earned at SCCC with passing coursework from another accredited institution. Students may only alleviate SCCC coursework with courses taken at SCCC. Passing coursework earned at SCCC will not alleviate a substandard grade from another accredited institution on the College of the Canyons transcript.

D. Inclusion of Transfer Coursework

The SCCC will include coursework taken at other accredited colleges and universities to count towards, unit totals, graduation requirements, and area requirements where applicable and appropriate.

Board Approved: 3/26/14

Next Review Date: Spring, 2020