

AP 4225 COURSE REPETITION

Reference:

Education Code Sections 66700, 70901, 70902, 76224; Title 5, Sections 55000 – 55043, 55253, 56029 and 58161

1. In accordance with section BP 4225.2:

(A) Repeatable Courses

Admissions & Records will work with the office of Academic Affairs to ensure that all courses published in the college catalog and schedule of classes include information regarding each course's repetition limitations, including the number of times the course may be repeated as required by Title 5 section 55041 and outlined in BP 4225.2 (A).

(B) Alleviate Substandard Grades

The computer system is programmed to allow two course enrollments with a substandard grade or withdrawal notation for all appropriate courses. Students attempting to enroll in the course for a third time shall file a "Course Repeat Petition" with the Admissions & Records department. The student must watch the video posted on the College's website www.canyons.edu/vll entitled "How to Successfully Repeat a College Course." The student must include the code at the end of the video with the petition and submit it for approval.

The college catalog and schedule of classes will reflect each course's repetition limit. The student's academic record will be annotated to disregard previous grade and unit credit for each of the two allowable repetitions and shall reflect that the most recent grade is calculated into the student's GPA. No more than two grades will be alleviated.

(C) Significant Lapse of Time

Students repeating a course due to "significant lapse of time" shall file a "Course Repeat Petition" with the Admissions & Records department. Designated staff will ensure that 36 months have elapsed since the last grade was earned before granting the request and that the student has not requested such action previously on the same course. The lapse of time may be less than 36 months if the student's course repetition is necessary for transfer to another institution of higher education. The student must provide documentation of a recency requirement with the petition.

The designated staff member will also verify the course must be repeated due to:

- a recency prerequisite established by the course curriculum; or,
- a recency requirement as established by a transfer institution;

Permission to repeat a course based on a significant lapse of time can only be allowed once. The first grade and corresponding unit credit will be disregarded when computing the student's 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. The District will program the computer to allow a student to enroll in an open entry/open exit class until the student has completed the curriculum of the course.

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 will be disregarded in computing the student's GPA.

(E) Legally Mandated Training

Students repeating a course due to “legally mandated training” shall file a “Course Repeat Petition” with the Admissions & Records department. The student must provide documentation proving the course repetition is necessary due to a legal mandate from their continued or volunteer employment.

Students 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.

(F) Extenuating Circumstances

Students requesting a fourth attempt due to “extenuating circumstances” shall file a “Course Repeat Petition” with the Admissions & Records department. Designated staff will ensure that the extenuating circumstances are verified cases of accidents, illness, or other life changing events beyond the control of the student, and that a petition for extenuating circumstances has not been previously approved. The student's academic record will be annotated to disregard previous grade and unit credit and shall reflect that the most recent grade is calculated into the student's GPA.

Students may not file a petition for “extenuating circumstances” to eliminate a substandard grade or withdrawal in one of the allowable course repetitions for activity courses. The college catalog and schedule of classes shall list the course repetition limit for all activity courses in physical education, and visual and performing arts courses in

music, fine arts, theater or dance. The computer system will be programmed to ensure compliance with the unit limitation of each activity course, and the student's academic record will be annotated accordingly.

(G) Cooperative Work Experience

Occupational and General Work Experience courses (CWEE) will be listed in the college catalog and schedule of classes along with the appropriate number of units a student may complete under Title 5 section 55253. The computer system will be programmed to ensure compliance with the unit limitation and the student's academic record will be annotated accordingly.

(H) Special Courses for students with disabilities

Student with disabilities courses (GENSTU) may be allowed additional course repetitions as determined by the Director of Disabled Students and Programs. The student's academic record will be annotated to disregard previous grade and unit credit each time the student repeats a course.

(I) Significant Change in Industry or Licensure Standards

Students repeating a course due to "significant change in industry standards" shall file a "Course Repeat Petition" with the Admissions & Records department. The student must provide documentation proving the course repetition is necessary for employment or licensure as a result of significant changes in industry or licensure standard.

Students may repeat the course, for credit, any number of times, regardless of whether substandard work was previously recorded. The grade and unit credit shall be included each time for the purpose of calculating the student's GPA.

2. The CCFS-320 Attendance Accounting report shall be modified to include all apportionment limits outlined in BP 4225.3.
3. In accordance with BP 4225.4:

Students who would like to include the units from external accredited colleges and universities must submit an "Inclusion of External Coursework" form. Once the courses, units, and grades from another accredited college or university are posted to the student's permanent record, they cannot be removed.

- a) All external courses will be included in the student's cumulative units, grades, and grade points.

- b) College of the Canyons will honor prior coursework repetition actions by other accredited colleges and universities.
- c) A student's substandard coursework at College of the Canyons will not be alleviated by coursework completed at an external college or university. Nor will external courses be used to determine COC academic standings.
- d) A student's substandard coursework at an external college or university will not be alleviated on a College of the Canyons transcript with College of the Canyons coursework.
- e) All coursework taken at an accredited college or university will count towards unit totals, degree or certificate requirements, CSU Breadth and UC IGETC requirements, where applicable and appropriate.

Policy Approved on 3/26/14