



FOOTHILL-DE ANZA
Community College District

Book	Administrative Procedures
Section	Chapter 4 - Academic Affairs (including former Article 6 - Instruction and Curriculum)
Title	Course Repetition
Code	AP 4225
Status	Up For Revision
Legal	Education Code Section 76224 California Code of Regulations, Title 5, Section 55040 California Code of Regulations, Title 5, Section 55041 California Code of Regulations, Title 5, Section 55042 California Code of Regulations, Title 5, Section 55043 California Code of Regulations, Title 5, Section 55044 California Code of Regulations, Title 5, Section 55045 California Code of Regulations, Title 5, Section 55253 California Code of Regulations, Title 5, Section 56029 California Code of Regulations, Title 5, Section 58161
Adopted	July 1, 2002
Last Revised	March 14, 2014
Origin	Legally required - formerly AP 6124 - Update to Community College League of California template language pursuant to 4/21/21 APM discussion
Office	Academic and Professional Matters Committee
Upload	February 25, 2015

[CCLC NOTE: This procedure is legally required. Local practice may be inserted here, which must include the following:]

Students may petition for approval to repeat up to a total of [insert number] the following courses:

- **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; and**
- **Intercollegiate academic or vocational competition courses. Such courses may be repeated no more than six times for quarter courses.**

Students may enroll in activity courses in physical education, visual arts, or performing arts. Such courses may not be repeated for more than six quarters. This limit applies even if the student receives a substandard grade or "W" during one or more enrollment or if a student petitions for repetition due to extenuating circumstances.

[Insert local processes for petitioning for approval.]

Repetition to Alleviate Substandard Work

When a student repeats a course designated as repeatable to alleviate substandard academic work (a "D," "F," "FW," "NP," or "NC"), the previous grade and credit shall be disregarded in the computation of grade point averages as long as the student is not allowed additional repetitions beyond a maximum of two times within the Foothill-De Anza Community College District. This total includes all attempts in which a student has received a "W" or a substandard academic notation. **No more than two substandard grades may be alleviated.**

Courses that are repeated shall be recorded on the student's permanent academic record using an appropriate symbol.

All grades and credits earned shall remain legible on the student's permanent academic record, ensuring a true and complete academic history.

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 a class, the previous grade and credit shall be disregarded in the computation of grade point averages.

This procedure shall not conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors, or with Title 5 or district procedures relating to retention and destruction of records.

Circumstances under which students may repeat courses in which a C or better grade was earned.

When a student repeats a course that is not designated as repeatable and receives a satisfactory grade, then the student may not repeat the course again unless there is another provision that allows the repetition. Such course repetition requires a finding that circumstances exist which justify such repetition pursuant to sections 55041-55045 of Title 5. Grades awarded for courses repeated under these provisions shall replace the prior grade when calculating the student's grade point average.

Students are allowed to repeat a course without 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 received a grade of C or better; however, the grade received by the student each time will be included in calculations of the student's grade point average.

Students are allowed to repeat an ~~occupational~~ cooperative work experience course if a college only offers 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.~~ Where only one work experience course is offered subject to the above conditions, students may repeat this course pursuant to District policy any number of times as long as they do not exceed the limits on the number of units of cooperative work experience set forth in Title 5, Section 55253(a).

CCLC NOTE: Inclusion of the following depends on District practice. The elements are suggested as good practice/optional.

If the District is claiming apportionment under Title 5 Section 58161, students may petition for approval to repeat up to a total of [insert number that is not more than six times for quarter courses] courses designated as repeatable, including courses in which substandard grades (less than "C," and including "FW," "NP," or "NC") were awarded in one or more enrollments. If the student is repeating the course to alleviate substandard academic work, the District may disregard the first two substandard grades if the student repeats the class two or more times. Students may also petition for approval to repeat up to a total of [insert number that is not more than six times for quarter courses] active participatory credit courses that are related in content, in physical education, visual arts, or performing acts, including courses in which substandard grades (less than "C," and including "FW," "NP," or "NC") were awarded in one or more enrollments. [Insert local processes for petitioning for approval, which may include]

- **A list of the specific courses or categories of courses, if any, which are exempt from course repetition.**
- **Requirements to repeat courses after a significant amount of time [include a definition of significant lapse of time, no less than 36 months] or the District has established a recency prerequisite.**
- **An institute of higher learning established a recency requirement, which the student will not be able to satisfy without repeating the course. A student may petition for repetition if less than [set period of time, such as 36 months] have**

- elapsed and the student provides documentation that the repetition is necessary for transfer.
- Provisions for repeating a course taken at another accredited college or university for which substandard academic performance is recorded.
 - Circumstances under which students may repeat courses in which a C or better grade was earned. Such course repetition requires a finding that extenuating or extraordinary circumstances exist which justify such repetition. Extraordinary circumstances are those which would justify the District providing the student a refund. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. Grades awarded for courses repeated under these provisions [NOTE: When a course is repeated pursuant to this section, the District may allow the previous grade and credit to be disregarded in computing the student's GPA -- select shall or may] be included when calculating a student's grade point average.
 - Limits on the number of times students may repeat a course.
 - Students may not enroll in a course more than three times, except in limited circumstances, described below. Enrollments include any combination of withdrawals and repetitions.
 - Students may petition to repeat a course needed for employment or licensing because of a significant change in the industry or licensure standards. Students may take these courses any number of times. [Insert policy to require students to certify the course is needed because of a significant change in the industry or licensure standards.]

[See Board Policy 4225 Course Repetition to Alleviate a Grade for Substandard Academic Work](#)

Revised 7/02, 8/03, 8/06, 8/07, 2/08, 4/09, 7/11, 6/22/12
Renumbered 3/14/14 (formerly AP 6124)