

## **AP 4225 Course Repetition**

Reference:

**Education Code Section 76224;**  
**Title 5, Section 55040; 55041; 55042; 55043; 55253; 56029**

- 1.0 In accord with limitations established in BP4225, students may petition for approval to repeat courses in which the maximum number of substandard grades were awarded.
  - 1.1 Substandard grades are considered to be D, F, NC, or NP. A withdrawal from a course with a notation of "W" shall not be considered a substandard grade. The colleges are authorized to establish procedures for the exclusion of students from courses in which they have earned substandard grades or recorded withdrawals and repetitions beyond the specific limits established by the District.
- 2.0 Students who have received three substandard grades (D, F, or NC, or NP) in a course shall normally be prohibited from re-enrolling in the same course within the District. The colleges shall establish procedures for the consideration of requests from students to retake courses in which three or more substandard grades have been earned.
  - 2.1 Students may petition to have a substandard grade, grade points, and units excluded from computation of the student's grade point average in accord with college procedures.
  - 2.2 Courses that are repeated shall be recorded on the student's permanent academic record using an appropriate symbol. Annotating the permanent record shall be done in a manner that all work remains legible, insuring a true and complete academic history.
- 3.0 The colleges may establish procedures for the exclusion of students from courses in colleges within the District for which they have received excessive "W's" in accord with BP4225, section 2.1. Specifically, the colleges may block students from re-enrolling in such courses. The colleges shall establish procedures for the consideration of requests from students to retake courses in which excessive "W's" have been earned.
- 4.0 The colleges may adopt procedures consistent with Title 5, Section 55041(b), to allow repetition of courses for which substandard work has not been recorded in instances when such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment.
  - 4.1 Students may repeat a cooperative work experience course pursuant to District policy any number of times as long as they do not exceed the limits on the number of cooperative work experience set forth in Title 5 Section 55253(a).
- 5.0 Specific regulations regarding course repetition shall be published in the college catalogs.
  - 5.1 Students should consult the college catalogs for specific procedures for courses that are exempt from repetition, provisions for repeating courses taken at another college, and provisions for repetition of work not recorded as substandard.

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- 6.0 Students enrolled in non-credit special courses for students with disabilities may be subject to limitations on repeatability. Disabled Students Program & Services (DSPS) counselors, in conjunction with the faculty, will identify those students who have met course objectives and will recommend them for transition. Students who have been recommended for transition, but who wish to repeat courses in which they have met the objectives, will be referred to the Transition Committee that is comprised of School of Continuing Education (SCE) DSPS faculty and administrators, as well as SCE resource faculty. This committee will review the students' records and progress and will make a decision on their request to repeat courses. If the Transition Committee recommends transition and students still wish to continue to repeat courses, they may appeal the Transition Committee's recommendation by following the DSPS Appeals/Complaints Procedures.

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