

## **AP 4225 Course Repetition**

Reference:

**Education Code Section 76224;**

**Title 5, Section 55040; 55041; 55042; 55043; 55253; 56029, and 58161**

- 1.0 In accord with limitations established in BP 4225, Course Repetition, 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, FW, 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, FW, 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 BP 4225, 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 enroll in work-experience education.
- 5.0 Circumstances under which students may repeat courses in which a C or better grade was earned. Such course repetition requires a finding that extenuating, emergency, or extraordinary circumstances exist which justify such repetition. Emergency conditions or extraordinary conditions are those meeting the requirements of Title 5 Section 58146, subdivision (b). 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 shall be included when calculating a student's grade point average.

North Orange County Community College District  
**ADMINISTRATIVE PROCEDURES**  
Chapter 4  
Academic Affairs

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- 6.0 Specific regulations regarding course repetition shall be published in the college catalogs.
- 6.1 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.
- 7.0 Noncredit Course Repeatability: While there is no formal codified language regarding repeatability for noncredit courses, the Chancellor's office favors repeatability for student skill review as well as students returning to complete course objectives. There is no limit to repeating noncredit courses unless determined and specified by the department.

See Board Policy 4225, Course Repetition.

**Date of Adoption:** June 22, 2004

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