

INSTRUCTIONAL SERVICES

AP 4225 COURSE REPETITION

References:

Education Code Section 76224;
Title 5 Sections 55040, 55041, 55042, and 55253

Through the petition process, students may repeat courses under the following conditions:

- The course has been identified in the catalog as repeatable and the student has not attempted a course more times than allowed. State law will allow a student to repeat certain activity, performance, and skills courses. Refer to the course description for limitations.
 - Legally mandated training requirement: A condition of continued paid or volunteer employment
 - Repeatable courses: Content differs each time it is offered
 - Activity courses: Qualified courses include physical education courses or visual or performing arts courses in music, fine arts, theater, or dance
- The course is being repeated to alleviate substandard (D, F, FW, or NC/NP) academic work.
- The course is being repeated due to a significant lapse of time (at least two years) or to meet a recency requirement or prerequisite, by approved petition. Repetitions of courses completed with a passing (A, B, C, CR/P) grade are included in this category.
 - Lapse of time may include a student's acceptable level of knowledge in sequentially-based courses such as math, science, or foreign language.
 - Recency may include another institution's requirements for transfer course work.
- The course is being repeated due to extenuating circumstances, defined as verified cases of accident, illness, or other circumstance beyond the control of the student, by approved petition. Repetitions of courses completed with passing or substandard course work are included in this category.
- The course is being repeated as a disability-related accommodation as verified through the Palomar College Disability Resource Center (DRC).

Petitions for Course Repetition are available in the Evaluations Office, located in the Student Services Center. Petitions must be approved by the Director of Enrollment Services prior to enrolling in the course to be repeated.

36 A student, when appropriate, will be blocked from a repetition attempt at enrollment or
37 dropped from a repeated course.

38 **Annotations on the Student Record**

39 The student's permanent record (transcript) will be annotated in such a manner that all
40 course work will remain legible, insuring a true and complete academic history. See the
41 catalog for examples of repeatability conditions indicated below.

- 42 • **Repeatable Course**

43 A maximum of four enrollments are allowed within all levels of a course that
44 involve a similar primary activity (may be multiple enrollments in a single course
45 or multiple courses involving the same primary activity). Legally mandated
46 courses have no enrollment limitation.

- 47 • **Alleviate Substandard Course Work**

48 A maximum of two repetitions are allowed for a total of three enrollments.

- 49 • **Significant Lapse of Time/Recency Requirement**

50 A maximum of one repetition is allowed for a total of two enrollments.

- 51 • **Extenuating Circumstances**

52 A maximum of two repetitions are allowed for a total of three enrollments.

- 53 • **Disability-Related Accommodation**

54 No limitation on enrollment as long as it facilitates measurable progress in
55 special education courses (the student's disability must be verified through the
56 Palomar College DRC). These courses are specifically identified in curriculum as
57 serving students with disabilities.

58 Once a course is repeated, a Grade Adjustment Form should be submitted to the
59 Records Office (located in the Student Services Center) to update the student's records
60 and grade point average.

61 For student financial aid eligibility, any course repeated will be counted as total units
62 attempted.

63 When a student repeats a class to alleviate substandard academic work, the previous
64 grade and credit shall be disregarded in the computation of grade point averages.

65 When a student with a disability repeats a class to alleviate substandard academic work
66 the previous grade and credit shall be disregarded in the computation of the grade point
67 average.

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

70 Nothing can conflict with Education Code Section 76224 pertaining to the finality of
71 grades assigned by instructors or with Title 5 or District procedures relating to retention
72 and destruction of records.

73 Office of Primary Responsibility: Student Services