

Section 55040. District Policy for Course Repetition.

(a) **The governing board of each community college district shall adopt and publish** policies and procedures pertaining to the repetition of credit courses. Such policies and procedures shall not conflict with section 55025 or Education Code section 76224, pertaining to the finality of grades assigned by instructors, or with chapter 2.5 (commencing with section 59020) of division 10 of this part, pertaining to the retention and destruction of student records.(b) For purposes of course repetition, academic renewal, and all other related provisions in this division, the following terms shall have the meanings specified below:

(1) “Course repetition” occurs when a student who has previously received a grade as defined in section 55023, in a particular course re-enrolls in that course.

(2) “Substandard academic work” means course work for which the grading symbols “D,” “F,” “FW,” “NP” or “NC” (as defined in section 55023 and 55030) have been recorded.

(c) The policies and procedures adopted pursuant to subdivision (a) may:

(1) designate certain types of courses as “repeatable courses” consistent with the requirements of section 55041;

(2) allow a student to repeat a course which is not designated as a repeatable course in an effort to alleviate substandard academic work consistent with the requirements of section 55042;

(3) permit or require a student to repeat a course due to significant lapse of time consistent with the requirements of section 55043;

(4) permit a student to repeat a portion of a variable unit open-entry/open-exit course which the student previously completed only under the circumstances described in section 55044;

(5) permit a student to repeat a course which is not designated as a repeatable course, regardless of whether or not substandard academic work was previously recorded, where the district determines, consistent with section 55045, that there are extenuating circumstances which justify the repetition;

(6) permit a student to repeat a course in occupational work experience under the circumstances described in section 55253. When an occupational work experience course is repeated pursuant to that section, the grade received each time shall be included for purposes of calculating the student's grade point average.

(7) permit a student with a disability to repeat a special class for students with disabilities any number of times based on an individualized determination that such repetition is required as a disability-related accommodation for that particular student for one of the reasons specified in section 56029. The district policy may allow the previous grade and credit to be disregarded in computing the student's GPA each time the course is repeated.

(d) When course repetition occurs pursuant to this section, the student's permanent academic record shall clearly indicate any courses repeated using an appropriate symbol and be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

NOTE: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

Guideline for section 55040

This section was substantially amended to list all of the circumstances in which a district may permit credit course repetition. Subsequent sections in the same article provide greater detail on these various circumstances. In this section it is emphasized that the governing board of each district shall adopt and publish policies and procedures related to credit course repetition, which occurs when a student who has previously received a grade as defined in section 55023 in a particular course re-enrolls in that course. Related to this, districts should be aware that once a grade is recorded, any withdrawal with a “W” following receipt of that grade counts as a repetition attempt. This applies to both repeatable and non-repeatable courses. Conversely, “Ws” that are recorded prior to a student receiving a grade do not count toward the repetition limit. See example C.1 through C.6 in the “Repetition and Withdrawal Examples” document..

This section also indicates that “substandard academic work” means course work for which the grading symbols “D,” “F,” “FW,” “NP,” or “NC (as defined in section 55023 and 55030) have been recorded.

The district policies and procedures on credit course repetition may designate certain types of courses as “repeatable courses” consistent with section 55041; allow a student to repeat a course not designated as a repeatable course, in order to alleviate a substandard grade, consistent with section 55042; permit students to repeat a course due to a significant lapse of time, consistent with section 55043; and permit a student to repeat a portion of a variable unit open-entry/open-exit course, consistent with section 55044. In addition, district policies and procedures on credit course repetition may permit a student to repeat a course not designated as repeatable even if the student did not receive a substandard grade if, consistent with section 55045, the district determines there were extenuating circumstances justifying the repetition. Finally, the district policies and procedures may permit a student to repeat a course in occupational work experience,

consistent with section 55253 and permit a student with a disability to repeat a special class for students with disabilities any number of times when repetition is required as a disability-related accommodation. When an occupational work experience course is repeated pursuant to section 55253, the grade received each time shall be included for purposes of calculating the student's GPA. When a special class for students with disabilities is repeated pursuant to section 56029, the district policy may allow the previous grade and credit to be disregarded in computing the student's GPA. (See Attachment A.)

Section 55041. Repeatable Courses.

(a) The district policy and procedures on course repetition adopted pursuant to section 55040 may designate as repeatable courses only those courses described in this section.

(b) If a district permits repetition of courses regardless of whether substandard academic work has been recorded, repetition shall be permitted, without petition, 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. Such courses must conform to all attendance accounting, course approval, and other requirements imposed by applicable provisions of law. Such courses may be repeated for credit any number of times. The governing board of a district may establish policies and procedures requiring students to certify or document that course repetition is necessary to complete legally mandated training pursuant to this subdivision.

(c) The district policy adopted pursuant to section 55040 may also designate courses of the types described in this subdivision as repeatable courses, subject to the following conditions:

(1) The district must identify the courses which are to be repeatable, and designate such courses in its catalog.

(2) The district must determine and certify that each identified course is one in which either:

(A) the course content differs each time it is offered; or

(B) the course is an activity course where the student meets course objectives by repeating a similar primary educational activity and the student gains an expanded educational experience each time the course is repeated for one of the following reasons:

(i) Skills or proficiencies are enhanced by supervised repetition and practice within class periods; or

(ii) Active participatory experience in individual study or group assignments is the basic means by which learning objectives are obtained.

(3) Activity courses which may qualify as repeatable courses meeting the requirements of paragraph (2)(B) of this subdivision include, but are not limited to the following:

(A) Physical education courses; or

(B) Visual or performing arts courses in music, fine arts, theater or dance.

(4) foreign language courses, ESL courses and nondegree-applicable basic skills courses are not considered "activity courses" for purposes of paragraph (2)(B) of this subdivision).

(5) The district must develop and implement a mechanism for the proper monitoring of such repetition.

(6) Students may repeat a course pursuant to this subdivision for not more than three semesters or five quarters.

For purposes of this subdivision, semesters or quarters include summer or intersessions.

(7)(A) Except as provided in subparagraph (B) of this paragraph, where a college establishes several levels of courses which consist of similar educational activities, the repetition limitation in paragraph (6) of this subdivision applies to all levels of courses that involve a similar primary educational activity regardless of whether the repetitions reflect multiple enrollments in a single course or in multiple courses involving the same primary activity.

(B) Visual or performing arts courses in music, fine arts, theater or dance which are part of a sequence of transfer courses are not subject to subparagraph (A) of this paragraph.

(d) When a course is repeated pursuant to this section, the grade received each time shall be included for purposes of calculating the student's grade point average.

NOTE: Authority cited: Section 70901, Education Code. Reference: Sections 70901, 70902 and 76000, Education Code.

Guideline for section 55041

Section 55041 focuses on courses which are, by their nature, repeatable without respect to circumstances of a particular student. Repeatable courses include legally mandated training courses, activity courses and courses in which the content changes each time the course is offered.

Courses provided to students in order for them to meet legally mandated training requirements as a condition of continued paid or volunteer employment may be repeated for credit any number of times. See example H.1 in the "Repetition and

Withdrawal Examples” document. “Legally mandated” is interpreted to mean “required by statute or regulation.” This would exclude, for example, mere administrative policy or practice. However, if there is a federal or state statute or regulation adopted by a federal or state agency that indicates that certain individuals must complete x number of hours of education to maintain their certification, licensure or ability to work in particular fields, such as in the public safety and health care fields, that statute, regulation, or mandate would qualify.

Activity courses include physical education courses or visual or performing arts courses in music, fine arts, theater, and dance. Students are permitted to repeat an activity course a maximum of three times for colleges on the semester system or five times for colleges on the quarter system. The limitation applies even if the student receives a substandard grade or withdraws from the course after having previously received a grade in the course for a prior enrollment. See examples I.1 through I.4 in the “Repetition and Withdrawal Examples” document. Repetitions occurring during summer or other intersessions count towards this limitation. In other words, once a student receives a grade in an activity course, subsequent enrollments, even those that result in a substandard grade or a withdrawal with a “W,” count towards the applicable repetition limits. Conversely, enrollments in activity courses that result in a “W” symbol as provided by section 55024 prior to the student having received a grade for the course do not count towards this limitation, but are nonetheless subject to the limitations provided by sections 55024 and 58161.5 [Apportionment for Re-Enrollment After Withdrawal]

Please note that if the activity courses involve the same primary educational activity or different levels of the same educational activity, the district must combine all enrollments across all of these similar courses for purposes of the four enrollment limitation (the original enrollment and three (for semesters) or five repetitions (for quarters) as noted above.) So, using beginning golf and intermediate golf as an example, each of these courses addresses a different level of the same activity, so the four enrollment limit applies to the combined enrollment in both of them. In other words, a student may not enroll four times in each of these two courses, but may enroll in these golf courses a total of four times.

However, for activity courses in the visual and performing arts, an exception is made for courses in the same area that are part of a transfer sequence. For example, a district may offer Piano 1, Piano 2, and Piano 3, each of which is a similar course at a different level and each course is established as part of a transfer sequence. For such activity courses, students may repeat each course three times or take each course four times. Colleges do not need to limit enrollment of students in piano to four times but to each of the piano courses four times.

Foreign language courses, ESL courses, and nondegree-applicable basic skills courses are not considered “activity courses” and thus are not repeatable.

Some disciplines offer courses for which the content changes each time the course is offered. An example of such a course is the current topics course. A social sciences division may offer a Current Political Issues course designed so that students analyze and discuss current events. In other instances, the content may not change each time the course is offered, but may change significantly after a period of time when a clear change in content is warranted. For example, instructors teaching courses in word processing or computer-aided drafting may periodically use updated software if what the students must learn to compete in the workplace has changed significantly. If colleges designate such a course as repeatable, they must develop a mechanism for ensuring that when a student wants to re-enroll, the content is different from the last time the student took the course. The college also needs to indicate in the course description the circumstances that would permit repetition. Students may repeat a course when the content changes pursuant to this subdivision, three semesters or five quarters.

Consistent with section 58161 (b) and (c), repeatable courses may be claimed for apportionment based on the above noted provisions and/or limitations. When a course is repeated pursuant to this section, the grade received each time shall be included for purposes of calculating a student’s GPA. (See Attachment A.)

Section 55042. Course Repetition To Alleviate substandard Academic Work

(a) The district policies and procedures on course repetition adopted pursuant to section 55040 may permit a student to repeat a course which is not designated as a repeatable course pursuant to section 55041 in an effort to alleviate substandard academic work. If a student repeats the course and receives a satisfactory grade, then he or she may not repeat the course again pursuant to this section and any further repetition of the course must be authorized by another provision of this division. If a student repeats the course and receives another substandard grade, the district policy may permit the student to repeat the course one additional time in an effort to alleviate substandard work. Under no circumstances may a student repeat a course more than two times pursuant to this section.

(b) Policies and procedures related to course repetition to alleviate substandard academic work shall:

(1) permit repetition of any course which was taken in an accredited college or university and for which substandard academic work is recorded;

(2) indicate any specific courses or categories of courses where repetition pursuant to this section is not permitted; and

(3) in determining transfer of a student's credits, honor similar, prior course repetition actions by other accredited colleges and universities.

(c) The district policy may allow the previous grade and credit to be disregarded in computing the student's GPA each time a course is repeated pursuant to this section.

NOTE: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

Guideline for Section 55042

Section 55042 discusses circumstances under which a student may be permitted to repeat a course which is not designated as "repeatable," as provided by section 55041, in an attempt to alleviate substandard academic work **previously** recorded on a student's transcript. Based on this section, district policy may permit the student to repeat the course to alleviate a substandard grade no more than two times. Thus, if the student repeats the course for the first time and receives another substandard grade, district policy may permit the student to repeat the course once more in order to alleviate substandard work. A student is permitted two attempts to alleviate a substandard grade. See examples A.1 through A.2 in the "Repetition and Withdrawal Examples" document.

All recorded repetitions pursuant to this section, including those that result in withdrawal with a "W" and "MW" symbols being assigned as provided by section 55024, count towards the two repetition limit. Apportionment limitations for "Ws," and other limitations on "Ws" still apply. See examples C.1 through C.6 and D.1 through D.3 in the "Repetition and Withdrawal Examples" document. It should be noted, however, that withdrawal during the first 30% or four weeks of a course where no "W" has been recorded does not count toward the two repetition limit, nor does withdrawal when the student is required to be dropped for inactive enrollment status as of the census day established pursuant to section 58004 for purposes of the census based attendance accounting procedures e.g., identified as a "no show."

Please note that under no circumstances may a student repeat a course more than two times to alleviate a substandard grade, even if apportionment is not claimed. However, other repetition provisions provided by other sections may apply, including extenuating circumstances. See examples B.1 in the "Repetition and Withdrawal Examples" document.

Per section 58161(a), where substandard academic work has been recorded for the attendance of a student in a credit course, apportionment may be claimed for a maximum of two repetitions of the course to alleviate substandard work. While the district policy may allow the previous grade and credit to be disregarded while computing the student's GPA, all grades must appear on the transcript pursuant to section 55040 (a). (See Attachment A.)

Section 55043. Course Repetition Due To Significant Lapse of Time.

(a) In addition to permitting course repetition in the circumstances described in other provisions of this article, a district may also permit or require repetition of a course where the student received a satisfactory grade the last time he or she took the course but the district determines that there has been a significant lapse of time since that grade was obtained and:

(1) the district has properly established a recency prerequisite for a course or program pursuant to section 55003 or has otherwise defined "significant lapse of time" in its policy on course repetition; or

(2) another institution of higher education to which the student seeks to transfer has established a recency requirement which the student will not be able to satisfy without repeating the course in question.

(b) If the district determines that a student needs to repeat an activity course of the type described in subdivision (c)(2)(B) of section 55041 due to significant lapse of time, that repetition shall be counted in applying the limit on repetitions set forth in subdivision (c)(6) of section 55041 except that, if the student has already exhausted the number of repetitions permitted under subdivision (c)(6), an additional repetition due to significant lapse of time may be permitted or required by the district.

(c) When a course is repeated pursuant to this section, the district policy may allow the previous grade and credit to be disregarded in computing the student's GPA.

NOTE: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

Guideline for Section 55043

In addition to permitting course repetition as provided by other sections, the district policy for course repetition may require or permit students to repeat a course when a significant lapse of time has passed since the student previously successfully completed the course (i.e., a passing grade was recorded). Repetition for lapse of time may be required only when the district has properly established a recency prerequisite for a course pursuant to section 55003, or when the district has otherwise defined “significant lapse of time” in its policy on course repetition, to ensure that any requirement for recency has been determined necessary and appropriate to achieve the purpose for which it was established.

A district may have recency prerequisites required of all students for specific courses. In other circumstances where prerequisites aren’t involved, a district may have a policy that defines lapse of time in its course repetition policy. For example, a district in its policy on course repetition may determine circumstances when course repetition due to time lapse is necessary and appropriate and outline a process whereby students may petition for a “lapse of time” repetition. Such a circumstance involving lapse of time might include a student’s acceptable level of knowledge in sequentially based courses such as math, science, and foreign language. In these circumstances, the student may be unable to successfully complete the subsequent level of the course sequence due to a significant lapse of time since he/she completed the prior course in the sequence. While the student may have obtained a passing grade in the earlier course, the prior course may need to be repeated before successful completion of the subsequent level course can be expected.

Additionally, repetitions pursuant to section 55003(2) may be permitted when another institution of higher education to which the student seeks to transfer has established a recency requirement which necessitates course repetition to satisfy this requirement.

If the district determines that an activity course needs to be repeated as provided by this provision, the repetition shall count towards the repetition limit applicable to activity courses, except that, if the student has already reached the activity course limitation, an additional repetition may be permitted or required. See examples I.5 through I.6 in the “Repetition and Withdrawal Examples” document.

Per section 58161(f), only one repetition due to a significant lapse of time may be claimed for apportionment beyond the prior enrollment. However, since the student must demonstrate recency and a current mastery of the subject, if a student receives a substandard grade for this repetition attempt, the district policy for course repetition may allow the student to use the grade alleviation process provided by section 55042, when the course is not designated as repeatable, and may claim apportionment for a subsequent repetition(s) pursuant to section 58161(a). See examples E.1 through E.2 in the “Repetition and Withdrawal Examples” document.

When a course is repeated pursuant to this section, the district policy may allow the previous grade and credit to be disregarded in computing the student’s GPA. (See Attachment A.)

Section 55044. Repetition of Variable Unit Courses.

(a) If a community college district offers credit courses for variable units on an open-entry/ open-exit basis pursuant to section 58164, the district policies and procedures on course repetition adopted pursuant to section 55040 shall provide that a student may enroll in the course as many times as necessary to complete one time the entire curriculum of the course as described in the course outline of record. However, the district policy may not permit the student to repeat any portion of the curriculum for the course, unless:

- (1) the course is required for legally mandated training;
- (2) the course is a special class for students with disabilities which the student needs to repeat for one of the reasons described in section 56029;
- (3) repetition of the course to retake a portion of the curriculum is justified by extenuating circumstances pursuant to section 55045; or
- (4) the student wishes to repeat the course to alleviate substandard work recorded for a portion of the curriculum as authorized pursuant to section 55042.

(b) Notwithstanding subdivision (a), 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 for purposes of sections 55041 and 58161.

(c) When course repetition of a portion of a course is permitted under the circumstances described in subdivision (a), the district policy may allow the previous grade and credit to be disregarded in computing the student's GPA.

NOTE: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

Guideline for Section 55044

Section 55044 discusses repetition of variable unit courses offered in an open-entry/open-exit format pursuant to section 58164. Where a district offers such courses, the district policy on course repetition must provide that a student may enroll in the open-entry/open-exit course as many times as necessary to complete the entire curriculum of the course as described in the corresponding course outline of record. However, the district policy may not permit repetition of an individual portion of the curriculum for the course, regardless of the grade received for that portion of the course, unless (1) the course is required for legally mandated training; (2) the course is a special course for students with disabilities which the student needs to repeat for one of the reasons described in section 56029; (3) the student petitions and a determination is made by the district that the student's previous grade is, at least in part, the result of extenuating circumstances (only applicable to courses which are not designated as repeatable); or (4) the student wishes to repeat the course to alleviate substandard work recorded for a portion of the curriculum pursuant to section 55042 (only applicable to courses which are not designated as repeatable).

This section also discusses repetition of physical education activity courses offered on an open-entry/open-exit basis. Each time a student enrolls in a PE activity course offered on an open entry/open exit basis, regardless of the number of units in which the student enrolls, the enrollment counts as a repetition of the course for purposes of the repetition limits provided by sections 55041 and 58161.

Per section 58161(g), apportionment may be claimed for the attendance of a student repeating a portion of a variable unit open entry/open exit credit course only to the extent that repetition of such courses is permitted pursuant to section 55044. See examples F.1 through F.2 in the "Repetition and Withdrawal Examples" document.

When course repetition of a portion of a course is permitted under subdivision (a), the district's policy may allow the previous grade and credit to be disregarded when computing the student's GPA.

Section 55045. Course Repetition Due To Extenuating Circumstances.

The district policies and procedures on course repetition adopted pursuant to section 55040 may permit a student to repeat a course only if:

(a) the repetition is expressly authorized by another provision of this article; or

(b) the student files a petition and the governing board of the district or its designee grants written approval of the petition based on a finding that the student's previous grade (whether substandard or passing) was, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. When course repetition is approved pursuant to this subdivision, the district policy may allow the previous grade and credit to be disregarded in computing the student's GPA each time the course is repeated.

NOTE: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

Guideline for Section 55045

District policies and procedures for course repetition adopted pursuant to section 55040 may permit a student to repeat a course only if the repetition is expressly authorized by another provision of this article or the student files a petition and the governing board or its designee grants written approval of the petition demonstrating that the previous grade (whether passing or substandard) was due to extenuating circumstances. As noted previously, extenuating circumstances are verified cases of illness, accidents or other circumstances beyond the control of the student.

Per section 58161(e), the attendance of a student repeating a credit course by petition pursuant to section 55045 may be claimed for state apportionment for a maximum of two repetitions. However, the district policy on course repetition may permit additional repetitions due to extenuating circumstances for which apportionment may not be claimed. See example B.1 in the "Repetition and Withdrawal Examples" document.

When course repetition is approved pursuant to this section, the district policy may allow the previous grade and credit to be disregarded in computing the student's GPA each time the course is repeated. (See attachment A.)

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