

INSTRUCTIONAL SERVICES

AP 4225 REPETITION OF COURSES

References:

Education Code Section 76224;
Title 5 Sections 55040, 55041, 55042, 55043, 55253, 56029, and 58161

Repetition applies only to credit-bearing courses.

A student is not obligated to repeat a course in which a substandard grade (D, F, FW, NP/NC) has been received unless it is a course required for graduation or transfer, or is a prerequisite to another required course.

A student, when appropriate, will be blocked from enrolling in a repeated course or administratively dropped from a repeated course.

For student financial aid eligibility, all course enrollments will be counted as total units attempted.

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

Enrollment and Course Repetition

Enrollment is defined as occurring when a student receives an evaluative (A, B, C, D, F, FW, P/CR, NP/NC) or non-evaluative (I, IP, RD, W, EW, MW) symbol in a course.

Course repetition occurs when a student who has previously received an evaluative symbol in a particular course re-enrolls in that course and receives another evaluative symbol.

“W” symbols are included in the maximum allowable enrollments. No more than three enrollments are allowed in any combination, excluding MW & EW (subject to additional Federal restrictions), of evaluative (A, B, C, D, F, FW, P/CR, NP/NC) and non-evaluative (I, IP, RD, W) symbols.

Palomar College will allow course repetition to occur only under the following circumstances.

Repeatable Courses

1. Courses for which repetition is necessary to meet the major requirements as defined by California State University (CSU) or University of California (UC) for completion of a bachelor's degree;
2. Intercollegiate athletics courses; and
3. Intercollegiate academic or vocational competition courses. Such courses may be repeated no more than four times for semester courses or six times for quarter courses.

Intercollegiate athletic and intercollegiate academic or vocational competition Such courses may not be repeated for more than four semesters or 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.

A student may submit a Petition for Course Repetition form to the Evaluations Office in Student Services.

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. No more than two substandard grades may be alleviated.

Repetition to Alleviate Substandard Course Work in Non-repeatable Courses:

Most courses are not repeatable. Course repetition limits apply only to courses taken at Palomar College. Students who have substandard work from other institutions are allowed to attempt the course up to three times at Palomar College following the guidelines listed below.

A grade of EW (Excused Withdrawal) will not count as an enrollment attempt for repetition purposes.

First Attempt:

- If a student earns a passing grade (A, B, C, P) or an Incomplete (I), a student may not enroll in the course a second time.
- If a student earns a substandard grade (D, F, FW, NP/NC) or a withdrawal (W) at Palomar College the student may enroll in the course a second time.

Second Attempt:

- If a student earns a passing grade (A, B, C, or P) or an Incomplete (I) on the second attempt, the student may not enroll in that course again. The student must submit a Grade Adjustment Form to prevent the first grade from being calculated in the grade point average. However, all grades will continue to appear on the transcript.
- If a student earns a substandard grade (D, F, FW, NP/NC) or a withdrawal (W) on the second attempt at Palomar College the student may enroll in the course a third time.

Third Attempt:

- If a student earns a passing grade (A, B, C, or P) or an Incomplete (I) on the third attempt, the student may not enroll in that course again. The student must submit a Grade Adjustment Form to prevent the first and second grades from being calculated in the grade point average. However, all grades will continue to appear on the transcript.

If a student earns a substandard grade (D, F, FW, NP/NC) or a withdrawal (W) on the third attempt at Palomar College, the student may not enroll in the course a fourth time at Palomar College. Individual exceptions may be made only with documentation of extenuating circumstances.

Upon each repetition to alleviate substandard course work, the student must submit a Grade Adjustment Form to prevent the first and second grades from being calculated in the grade point average. Upon submission of this Form, only the most recent evaluative grade will be computed in the grade point average and annotated on the student's permanent academic record.

If a student repeats a repeatable course and a substandard grade has been recorded, the previous (no more than two) grade and credit will be disregarded provided that no additional repetitions are permitted beyond the enrollment limit of four.

No more than two substandard grades may be alleviated pursuant to this section.

Repetition Due to Significant Lapse of Time

A student may submit a Petition for Course Repetition Form to the Evaluations Office to repeat a course in which a satisfactory grade was received and there has been a significant lapse of time of no less than three years since the grade was obtained. The following circumstances apply to this provision:

1. A recency prerequisite exists for a course or program; 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.

If a student has exhausted the number of permitted repeats in an active participatory course or an experience course that is related in content, one additional repeat may be approved by petition, with appropriate supporting documentation, due to significant lapse of time.

Upon repetition, the previous grade and credit will be disregarded in computing the grade point average and annotated on the student's permanent academic record.

Repetition Due to Extenuating Circumstances

A student may submit a Petition for Course Repetition Form to the Evaluations Office to repeat a course (excluding repeatable courses) 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. Appropriate supporting documentation must be submitted with the petition.

Upon repetition, the previous grade and credit will be disregarded in computing the grade point average and annotated on the student's permanent academic record.

Repetition of Cooperative Work Experience Education (Title 5 Section 55253)

A student may repeat a Cooperative Work Experience course in a given field any number of times provided the student does not exceed 16 units in any combination of general or occupational work experience, subject to the following limitations:

1. General Work Experience Education:
A maximum of 6 credit hours may be earned in one enrollment period.
2. Cooperative Work Experience Education:
May be repeated pursuant to the 16 unit limit specified above, however, no more than a maximum of 8 units may be earned during one enrollment period (semester or session).

When a Cooperative Work Experience course is repeated, the grade received each time shall be included for purposes of calculating the student's grade point average.

Repetition of Special Classes for Students with Disabilities

A student may 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 following reasons.

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(Replaces former Palomar Procedure 413 and all previous versions of AP 4225.)

1. The student's continuing success in other general and/or special classes is dependent on additional repetitions of a specific special class;
2. The student needs additional repetitions of a specific special class as preparation for enrollment into other regular or special classes; or
3. The student has an educational contract that involves a goal other than completion of the special class in question and repetition of the course will further achievement of that goal.

Repetition to Meet a Legally Mandated Training Requirement

A student may repeat a course determined to be legally mandated by statute or regulation as a condition of paid or volunteer employment. Such courses may be repeated for credit any number of times.

Prior to enrolling, the student must submit a Petition for Course Repetition Form for each repeat to the Evaluations Office with appropriate certification or documentation of the mandated training.

When a course is repeated to meet a legally mandated training requirement, the grade received each time shall be included for purposes of calculating the student's grade point average.

Repetition Due to a Significant Change in Industry or Licensure Standards

A student may repeat a course as a result of a significant change in industry or licensure standards such that repetition of the course is necessary for employment or licensure. Such courses may be repeated for credit any number of times.

Prior to enrolling, the student must submit a Petition for Course Repetition Form for each repeat to the Evaluations Office with appropriate certification or documentation that there has been a significant change in industry or licensure standards necessitating course repetition.

Courses Related in Content

Additional enrollment limits have been placed on certain types of active participatory courses that are related in content in the areas of physical education, visual arts, and performing arts. Students are limited to four aggregate semester enrollments or 6 aggregate quarter enrollments in courses that are related in content. Groups of courses that fall within these categories are listed in the catalog.

Enrollment Limitations

According to Title 5 Section 58161, courses designated as repeatable and courses related in content may not exceed four enrollments. This limitation applies even if a student receives a substandard grade (D, F, FW, NP/NC) or W during one or more enrollments in such a course.

One additional enrollment may be permitted on an appeal basis due to Extenuating Circumstances (excluding repeatable courses) or due to Significant Lapse of Time. Appropriate supporting documentation must be submitted with the Petition for Course Repetition Form.

Student Record Annotation

The student's permanent record (transcript) will be annotated in such a manner that all course work will remain legible ensuring a true and complete academic history. See the catalog for examples of enrollment limitations.

Office of Primary Responsibility: Student Services