

AP 4229 Course Repetition – Variable Units

Students may be permitted to repeat variable unit courses that are NOT offered in an open-entry/open-exit basis in accordance with Administrative Procedure 4225, Administrative Procedure 4227, and Administrative Procedure 4228. Students may be permitted to enroll in variable unit open-entry/open-exit courses as many times as necessary to enable them to complete the entire curriculum of the course once.

Students may not repeat variable unit open-entry/open-exit courses unless one of the following four exceptions applies:

- The course is required for legally mandated training. All previous grades and credits must be factored in computing the student's GPA.
- The course is a special class for students with disabilities which the student needs to repeat for one of the reasons described in Title 5 Section 56029. All previous grades and credits must be factored in computing the student's GPA.
- In documented cases of extenuating circumstances for one additional enrollment as determined by the administrator supervising Admissions and Records. Extenuating circumstances are verified cases of accidents, illness, or other circumstance beyond the student's control. Student may enroll one additional time in that portion of the course. Students must have received a passing or substandard grade on the prior enrollment in that portion of the course, but not a withdrawal. Prior grade in that portion of the course will be disregarded in computing the student's GPA.
- The student wishes to repeat the course to alleviate substandard work. The student may enroll one additional time and may be recommended to use available College resources to pass the course. If the student receives a substandard grade or withdrawal in the second enrollment, the student may petition to enroll in the same course a third time with the Counseling Department. The student must receive approval from the appropriate dean in the subject area and from a Counselor to be approved to repeat the course. When a student is allowed to repeat a portion of the course in which they received a substandard grade and the student receives a letter grade upon completion of that portion of the course, the prior grade in that portion of the course will be disregarded in computing the GPA except that no more than the first two substandard grades in the portion of the course may be disregarded.

Whenever a student enrolls in a physical education active participatory course offered in an open-entry/open-exit basis, regardless of the number of units the student enrolls in, the enrollment will count as a repetition of the course.

Reference: Title 5 Section 55044



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