PROCEDURE NAME: **4.6.5 Course Repetition**

Reference: Title 5, Sections 55761-55763

**Note:** This procedure is required. It addresses the Chaffey Policy: Chapter 4: Academic Affairs, 4.6.5 Course Repetition

**Purpose:** To inform students who register for a course in which they previously received a substandard grade (“D”, “F” or “NC”) and students repeating a course regardless of a previous grade earned if authorized by the Chaffey College Catalog. Students registering to repeat a course in which an “A”, “B” or “C” grade was earned can repeat only when the level of competency acquired in that course has diminished over a period of time.

A. General Guidelines

1. Students may repeat courses in which substandard grades (less than C) were awarded.

2. No restriction is placed upon the number of units in which substandard grades may be repeated at Chaffey.

3. Students may repeat the same course only once, unless a Substandard Grade Petition is approved by the instructional dean overseeing the discipline.

4. Upon completion of a repeated (substandard graded) course, the most recent grade earned will be computed in the cumulative grade point average and the student’s academic record so annotated.

5. The first instance of a course repeat requires no prior written permission. After two substandard grades have been received, any subsequent attempts to repeat the course shall require prior written permission of the instructional dean that oversees the discipline.

6. The previous grade(s) and credit shall be disregarded in the computation of grade point averages.

7. Courses that are repeated shall be recorded on the student’s permanent academic record using the symbol “R” to denote the repetition.

8. Annotation of the permanent academic record is done in a manner that all work remains legible, insuring a true and complete academic history.
B. Repeated Coursework at other Accredited Institutions

1. Courses repeated at other accredited colleges or universities will be evaluated for consideration under the Course Repetition policy on a case-by-case basis by Student Petition.

2. Upon receipt of both a Student Petition requesting the review and official transcripts from the other accredited institution, an academic counselor will review the courses in question and evaluate their equivalency.

3. In cases where the courses are found to be equivalent, the petition is recommended for approval by the counselor and forwarded to Admissions for the correction on the academic history to be made.

4. An annotation, “O,” on the transcript describes the repeat and indicates that the repeated course was taken at another institution.

5. As above, any previous substandard Chaffey grades that have been repeated at another institution (once approved) shall be disregarded in the computation of units attempted, units earned, grade, and grade point average.

C. Provisions that Permit Repetition of Work not Recorded as Substandard

1. Repeatable Courses

   1.1 Repeatable courses are clearly identified in the college catalog.

   1.2 Each identified course is one in which course content differs each time it is offered, and each student who repeats the course is gaining an expanded educational experience for one of the two following reasons. Skills or proficiencies are enhanced by supervised repetition and practice within class periods, or active participatory experience in individual study or group assignments is the basic means by which learning objectives are obtained.

2. Incomplete and In-Progress Courses

   2.1 A student may not repeat a course for which he or she has received an “I” (Incomplete) grade. A student has one (1) year to complete an “I” (Incomplete) grade. When the “I” grade is reconciled, the General Guidelines for Course Repetition then apply and are in effect.

   2.2 A student may repeat a course for which he or she has received an “IP” (In-Progress) grade by enrolling for that course in the subsequent term to attempt...
earning a satisfactory grade. An “IP” grade may be assigned only one time for each course and is limited to open-entry/open-exit courses.

3. Unofficial Repeats

3.1 A student may repeat a course in which he or she has received a satisfactory grade of A, A-, B+, B, B-, C+, C, when that student’s level of competency in that course has diminished over a period of time.

3.2 A student may repeat a course when such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment.

3.3 The student must petition to retake the course prior to registration.

3.4 The most recent grade will be considered an unofficial repeat; therefore, units and grade points in the latest repetition of the course will not be used in calculations of units attempted, earned, or grade point average.