

## AP 4225 Course Repetition

A student earning a satisfactory grade in a course may not enroll in that course again unless one of the following exceptions applies:

- The course is designated by the District as repeatable in accordance with Administrative Procedure 4227.
- Enrollment is based on lapse of time in accordance with Administrative Procedure 4228.
- The course is a variable unit courses offered on an open-entry/open-exit basis in accordance with Administrative Procedure 4229.
- There is a 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.
  - Students must have received a passing or substandard grade on the prior enrollment, but not a withdrawal.
  - Prior grade will be disregarded in computing the student's GPA.
- The course is an occupational work experience course, if the College offers only one course in occupational work experience in a given field and that course is not offered as a variable unit open-entry/open-exit course.
  - No more than 8 credit hours of occupational work experience in a given field may be taken during the enrollment period. The student may not exceed a total of 16 credit hours of cooperative work experience education.
  - The exception applies only to occupational work experience and not to general work experience.
  - All previous grades and credits must be factored in computing the student's GPA.
- The class is designed to address disabled students' needs as specified in Title 5 Section 56029.
  - All previous grades and credits must be factored in computing the student's GPA.
- The course is required by statute or regulation as a condition of an individual student's paid or volunteer employment as determined by the administrator supervising Admissions and Records. Verification that the course is required by statute or regulation must be documented.



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- All previous grades and credits must be factored in computing the student's GPA.
- There has been significant change in industry or licensure standards such that repetition of the course is necessary for the student's employment or licensure as determined by the administrator supervising Admissions and Records. Verification that the course is required for employment or licensure must be documented.
  - All previous grades and credits must be factored in computing the student's GPA.

A student receiving a substandard grade may enroll in the credit course again under the following specified circumstances. Substandard academic grades include the grading symbols "D," "F," "FW," "NP," or "NC". Withdrawals from courses count toward the total enrollment limitation.

- A student whose prior enrollment resulted in a substandard grade or who withdrew from a course and received a "W".
  - 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 appropriate dean.
  - A student may only enroll in the same course a fourth time if authorized by another provision of this policy.
  - Military withdrawal, withdrawals due to extraordinary conditions (Title 5 Section 58509), and withdrawals where the district determines discriminatory treatment has occurred do not count toward the enrollment limit.
  - When students repeat a course in which they previously received a substandard grade receive a letter grade upon completion of the course, the first two prior grades will be disregarded in computing the GPA.
- In courses designated by the District as repeatable in accordance with Administrative Procedure 4227
- In variable unit courses offered on an open-entry/open-exit basis in accordance with Administrative Procedure 4229.

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- 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.
  - Students must have received a passing or substandard grade on the prior enrollment, but not a withdrawal.
  - Prior grade will be disregarded in computing the student's GPA.
- In an occupational work experience course, if the college offers only one course in occupational work experience in a given field and that course is not offered as a variable unit open-entry/open-exit course.
  - No more than 8 credit hours of occupational work experience in a given field may be taken during the enrollment period. The student may not exceed a total of 16 credit hours of cooperative work experience education.
  - The exception applies only to occupational work experience and not to general work experience.
  - All previous grades and credits must be factored in computing the student's GPA.
- In classes designed to address disabled students' needs as specified in Title 5 Section 56029.
  - Prior grades will be disregarded in computing the student's GPA.
- In a course that is required by statute or regulation as a condition of an individual student's paid or volunteer employment as determined by the administrator supervising Admissions and Records. Verification that the course is required by statute or regulation must be documented.
  - All previous grades and credits must be factored in computing the student's GPA.
- In cases of significant change in industry or licensure standards such that repetition of the course is necessary for the student's employment or licensure as determined by the administrator supervising Admissions and Records. Verification that the course is required for employment or licensure must be documented.
  - All previous grades and credits must be factored in computing the student's GPA.

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In addition to the foregoing enrollment limitations, a student's enrollment in active participatory courses related in content in physical education and visual or performing arts is limited to four enrollments in levels and/or variations if the course the student is seeking to enroll in is related in content to one that he or she has previously been or is currently enrolled in unless an exception applies. All grades and credits received count in computing GPA, unless an exception applies. A course related in content includes any course with similar primary educational activities in which skill levels or variations are separated into distinct courses with different student learning outcomes for each level or variation.

- Enrollment based on significant lapse of time in accordance with Administrative Procedure 4228 count toward the four enrollment limit, except that if a student has exhausted the four enrollment limit, one additional enrollment may be permitted.
- In variable unit courses offered on an open-entry/open-exit basis in accordance with Administrative Procedure 4229, except that if the course is an active participatory course in physical education, in which case each enrollment in a portion of the course counts toward the limitation for courses that are related in content.

Courses designated by the District as repeatable in accordance with Administrative Procedure 4227 that are active participatory courses in physical education, visual arts, or performing arts are subject to the enrollment limitations for courses that are related content. Students may only have four enrollments in one course or a combination of courses related in content. All grades and credits received count in computing the student's GPA.

A student may repeat a course at another accredited college to alleviate a substandard grade earned at Chaffey College, except that not more than two substandard grades may be disregarded in one course. The student shall file a petition with the Admissions and Records Office and verify the grade with an official college transcript.

Grades disregarded through academic renewal in accordance with Administrative Procedure 4240 are not subject to the limitations outlined in this policy.

Courses that are repeated shall be recorded on the student's permanent academic record using an appropriate symbol. Annotations on the permanent academic record shall be legible, and preserve the legibility of the record, ensuring a true and complete academic history. Nothing herein shall be construed in such a way that it conflicts with Education Code Section 76224 pertaining to the finality of grades assigned by

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instructors, with Title 5, or District procedures relating to retention and destruction of records.

### **Repeated Coursework at other Accredited Institutions**

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. 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. 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.

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

### **Provisions that Permit Repetition of Work not Recorded as Substandard**

#### **Repeatable Courses**

Repeatable courses are clearly identified in the college catalog. 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
- Active participatory experience in individual study or group assignments is the basic means by which learning objectives are obtained.

#### **Incomplete and In-Progress Courses**

A student may not repeat a course for which he/ 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.

A student may repeat a course for which he/ 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.



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### **Unofficial Repeats**

A student may repeat a course in which he/ 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.

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

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.

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

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