**STANDARDS OF SCHOLARSHIP**

**CREDIT HOUR**

All colleges within the Contra Costa Community College District will ensure that any course for which students receive academic credit will require a minimum of 48 hours of lecture, study, or lab work per unit. The following examples apply to all credit courses:

1. One unit lecture course = 16 hours (minimum) in-class lecture plus 32 hours (minimum) out-of-class study.
2. One unit laboratory course = 48 hours (minimum) in-class laboratory
3. 96 hours (minimum) of lecture, study or lab work = two units of credit

When a combination of lecture, study and laboratory work reaches a minimum of 96 hours, part (b) of Title 5, section 55002.5 requires that the course be offered for two units of credit.

Each college shall implement a college policy/procedure to implement this procedure.

**PASS/NO PASS/SATISFACTORY PROGRESS OPTION**

Each college within the Contra Costa Community College District may enact regulations and procedures governing the offering of courses on a pass/no pass/satisfactory progress basis. These regulations and procedures will conform to the provisions of Sections 55022 and 55023 of the California Code of Regulations, Title 5.

**CREDIT BY EXAMINATION**

1. Credit may be earned by examination provided:
   1. The student is registered at the College and in good standing.
   2. The student can demonstrate that s/he is especially qualified, through previous training, experience or instruction, to successfully complete such examination.
   3. The course for which credit is desired is listed in the catalog of the College.
   4. The course has been so designated by members of the division faculty.
   5. The examination has been approved or prepared, and graded by faculty in the course or program involved, and approved by the Instruction/Curriculum Committee.
2. A maximum of 12 units toward an Associate degree or 6 units toward a certificate may be earned by courses for which credit has been earned by examination.
3. Credits earned by examination cannot be used to satisfy the 12-unit residence requirement for the Associate degree.
4. The student's academic record shall be clearly annotated to reflect that credit was earned by examination.
5. A student may challenge a course for credit by examination only one time.

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2. A maximum of 12 units toward an Associate degree or 6 units toward a certificate may be earned by courses for which credit has been earned by examination.
3. Credits earned by examination cannot be used to satisfy the 12-unit residence requirement for the Associate degree.
4. The student's academic record shall be clearly annotated to reflect that credit was earned by examination.
5. A student may challenge a course for credit by examination only one time.
6. Credits earned by examination cannot be used to fulfill any requirements for federal financial aid.

ACADEMIC RECORD SYMBOLS AND STANDARDS

In the grading of students in conformity with provisions of Title 5, Section 55023 of the California Code of Regulations, Title 5, each college within the Contra Costa Community College District shall use only the following valuative and non-valuative symbols.

EVALUATIVE SYMBOLS/GRADING SCALE

Symbol Definition Grade Point

1. Excellent 4
2. Good 3
3. Satisfactory 2
4. Passing, less than satisfactory 1

F Failing 0

P Credit/Pass (at least satisfactory--C or better-- units awarded not counted in GPA)

NP No Pass (less than satisfactory, or failing

--units not counted in GPA)

SP Satisfactory Progress (tracks student progress enrolled in non-credit classes)

NON EVALUATIVE SYMBOLS

Sym-

bol Definition

I Incomplete--Conditions for Assigning an Incomplete: Academic work that is incomplete for unforeseeable, emergency, and justifiable reasons at the end of a term may result in an "I" symbol being entered in a student's record.

Procedures for Use of Incomplete: An Incomplete form shall be filed with the Director of Admissions and Records and a copy given to the student by the instructor at the end of the term. This Incomplete form shall contain the condition for removal of the "I" and the grade assigned in lieu of its removal.

A final grade shall be assigned when the work stipulated has been completed and evaluated or when the time limit for completing the work has passed. If the instructor has not changed the grade by the end of the expiration date, the grade will convert automatically.

The incomplete must be made up no later than one year following the end of the term in which it was assigned. Each campus shall adopt procedures enabling a student in unusual circumstances to petition for an extension of the time limit. The "I" symbol shall be used only in calculating enrolled units for progress probation.

IP In Progress: The "IP" symbol shall be used only in those courses which extend beyond the normal end of the academic term. It indicates that work is "In Progress," but that assignment of a substantive grade must await its completion. The IP symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate valuative grade and unit credit shall be assigned and appear on the student's record for the term in which the required work of the course is completed. The "IP" symbol shall not be used in calculating units attempted, nor for grade points. If a student enrolled in an "open-entry, open-exit" course is assigned an "IP" at the end of an attendance period and does not re-enroll in that course during the subsequent attendance period, the appropriate faculty will assign a valuative symbol.

RD Report Delayed: Only the Director of Admissions and Records may assign the "RD" symbol. This symbol is to be used when, for reasons beyond the control of the student, there is a delay in reporting the grade of that student. The "RD" is a temporary notation to be replaced by a permanent symbol as soon as possible. The "RD" symbol shall not be used in calculating units attempted, or for grade points.

W Withdrawal: Withdrawal from a course shall be authorized through the last day of the fourteenth week of instruction or 75 percent of the course, whichever is less. No notation (W or other) shall be made on the academic record of the student who withdraws on or before the last business day prior to census.

1. The District may authorize withdrawal from a course in extenuating circumstances after the last day of the fourteenth week or 75 percent of the term, whichever is less, upon petition of the student after consultation with the appropriate faculty. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.
2. A “W” shall not be assigned, or if assigned shall be removed, from a student’s academic record if a determination is made that the student withdrew from the course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment.
3. A “W” shall not be assigned to any student who withdrew from one or more classes, where such withdrawal was necessary due to fire, flood or other extraordinary conditions.
4. A student may petition to take a course a fifth time; however, apportionment may not be claimed for the repeat if another “W” is received. The college must provide intervention in cases of multiple withdrawals.
5. Military Withdrawal occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses.
   1. Upon verification of such orders, a withdrawal symbol may be assigned at any time after the period established by the Governing Board during which no notation is made for withdrawals;
   2. Military withdrawals shall not be counted in progress probation and dismissal calculations.
   3. “MW” shall not be counted for the permitted number of withdrawals.

GRADE POINT AVERAGE

In calculating students’ degree applicable grade point averages, grades earned in non-degree credit courses shall not be included.

CHALLENGE OF ACADEMIC RECORD SYMBOLS

To conform to the provision of Title 5, Section 55025 of the California Code of Regulations, Title 5, the determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith or incompetency.

Each college within the Contra Costa Community College District shall establish procedures for challenging a final grade with the following conditions: (1) Procedures for the correction of grades given in error shall include expunging the incorrect grade from the record; (2) there shall be a one-year time limit for challenging any evaluative or non-evaluative symbol. This limit will begin at the end of the session in which the symbol was assigned.

DEFINITIONS OF TERMS RELATED TO PROBATION AND DISMISSAL

For purposes of determining ACADEMIC Probation or Dismissal, "all units attempted" means the total of units in a student's permanent record which are assigned the valuative symbols "A," "B," "C," "D," "F," “CR/P,” or “NC/NP.”

For purposes of determining PROGRESS Probation or Dismissal, "all units enrolled" means the total of units attempted (as defined) plus the total of units in a student's record which are assigned the symbols "W," "I," "CR/P," "NC/NP," "IP," and "RD."

STANDARDS FOR PROBATION

Academic Probation: Any student whose official academic record shows a cumulative minimum of 12 semester units attempted (as defined above) is from then on subject to Academic Probation. Any student subject to probation whose cumulative GPA is under 2.0 shall be placed on Academic Probation.

Progress Probation: Any student whose official academic record shows a cumulative minimum of 12 units enrolled (as defined above) is from then on subject to Progress Probation. A student whose record shows a percentage of entries of "W," "I" and "NC/NP" that is 50 percent or more of all units enrolled shall be placed on Progress Probation. The first semester of Progress Probation is the semester in which the progress deficiency is calculated.

APPEAL OF PROBATION

Each college within the Contra Costa Community College District may enact procedures and conditions for the appeal of probation that do not exceed those standards specified in Title 5, Section 55766, Subsections (a) and (b).

A student on ACADEMIC Probation for a grade point deficiency shall be removed from probation when the student's accumulated GPA is 2.0 or higher.

A student on PROGRESS Probation because of an excess of units for which entries of "W," "I" and "NC/NP" are recorded shall be removed from the probation when the percentage of units in this category drops below 50 percent.

STANDARDS FOR DISMISSAL

For purposes of probation and dismissal, semesters shall be considered consecutive, not in their calendar order of succession, but in the order in which a student enrolls in them. Summer intercession shall be considered semesters.

Academic Dismissal: A student who is subject to academic probation for the third consecutive semester shall be placed on dismissed status unless the student's GPA in the most recent semester is 2.0 or higher.

Progress Dismissal: A student who is subject to progress probation for the third consecutive semester shall be placed on dismissed status unless a percentage of completed units in the most recent semester exceeds 50 percent of units enrolled.

Reinstatement from Dismissal: Any time following the notice of dismissal, a student may appeal for reinstatement if unusual and verified circumstances prevailed. Circumstances could be, but are not limited to,

(a) health, (b) family emergency, (c) extreme change in financial situation. Readmission will be conditional upon a review of performance at the end of each semester, a readmitted student being subject to the continued requirements of the probation and dismissal policies. Any dismissal may terminate any student's eligibility for any future enrollment.

NOTIFICATION OF PROBATION AND DISMISSAL

Students subject to probation and dismissal will be notified as soon as possible but not later than the end of the following term. Each college shall notify the student of the availability of counseling and other support services to assist in overcoming academic difficulties.

COURSE REPETITION

Exhibit A is a summation of the course repetition procedure.

“Course repetition” occurs when a student who has previously received an evaluative symbol, in a particular course re-enrolls in that course and receives an evaluative symbol, as defined in Title 5, Section 55023. The Contra Costa Community College District shall enact procedures which permit students to repeat courses when the following provisions are met.

1. Procedures and regulations are published in the college catalog.

2 Nothing shall be done to conflict with Title 5, Section 55025 or Education Code, Section 76224, pertaining to the finality of grades assigned by instructors, or with subchapter 2.5 (commencing with Sections 59020 to 59033) of Chapter 10 of this division, pertaining to the retention and destruction of student records.

1. Each college must designate certain types of courses as repeatable courses consistent with the requirements of Title 5, Section 55041.
2. Each college must identify specific courses or categories of courses which may not be repeated.
3. If a student must take a course to meet a legally mandated training requirement as a condition of continued paid or volunteer employment (student must provide documentation of mandated course repetition), such courses may be repeated for credit any number of times and the grade received each time shall be included in the calculation of the student’s GPA.
4. When a 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, the District policy on course repetition adopted pursuant to Title 5, Section 55040 may permit a student to repeat that course any number of times so long as the student does not exceed the limits on the number of units of cooperative work experience education set forth in subdivision (a). Consistent with Title 5, Section 58161, attendance of a student repeating cooperative work experience course pursuant to this subdivision may be claimed for state apportionment. General work experience is not repeatable except in cases according to Title 5, Section 55042.
5. Special courses for students with disabilities may be repeated any number of times based on an individualized determination that such repetition is required as a disability-related accommodation according to Title 5, Section 56029.
6. If a student repeats a course and a substandard grade has been recorded, the previous grade and credit will be disregarded, provided that no additional repetitions are permitted beyond those limits specified in Title 5, Section 55040. No more than two substandard grades may be alleviated pursuant to this section.
7. A student may repeat a course due to a significant lapse of time (at least 36 months), where a passing grade (CR, P, or C) or better was previously earned if:
   1. the most recent course was completed more than three years ago; and
   2. the course content has changed significantly; or
   3. the institution the student is transferring to has a recency requirement that is mandated for transfer and it has been at least 36 months since the student has taken the course.

All coursework shall remain on the student’s permanent record. Both grades count in the GPA calculation. Course repetition based on significant lapse of time may only occur once.

Documentation will be required.

1. Repeating a course due to a significant change in industry or licensure standards since the student last took the course and the course is required for employment or licensure. The grade and unit credit shall be included each time for the purpose of calculating the GPA. Documentation will be required.
2. The permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.
3. Students will be limited to enrolling in non-repeatable, credit courses a maximum of three times. This includes students earning substandard grades (‘D’, ‘F’ or ‘NP’) or dropping with a ‘W’.
4. Repeating a course beyond the maximum times allowed. Students with substandard grade may use this reason if they had extenuating circumstances during the most recent attempt to complete the class. Extenuating circumstances is defined as verified cases of accidents, illness, or other life changing events beyond the control of the student. The previous grade may be disregarded in computing the GPA. A withdrawal is a non-evaluative symbol and does not alleviate a substandard grade. Course repetition based on extenuating circumstance may only occur once. Documentation will be required.

Repeatable Courses:

1. Only the following type of courses may be designated as repeatable:
   * courses for which repetition is necessary to meet the major requirement of California State University (CSU) or University of California (UC) for completion of a bachelor’s degree;
   * intercollegiate athletics; and
   * intercollegiate academic or vocational competition.
2. Students may repeat a repeatable course for no more than three semesters.
3. Students may enroll in activity courses in physical education, visual arts, or performing arts. Such courses may not be taken for more than four semesters. This limit applies even if the student receives a substandard grade or “W” during one or more enrollments or if a student petitions for repetition due to extenuating circumstances.

COURSE REPETITION IN SPECIAL CIRCUMSTANCES

1. If a student repeats a course and receives a satisfactory grade, then he or she may not repeat the course again pursuant to Title 5, Section 55042 and any further repetition of the course must be authorized by another provision of this division.
2. Students may repeat a course which is not designated as a repeatable under the following circumstances:
   1. To alleviate a substandard grade of “D,” “F,” or “NC/NP” for previous academic course work taken at any accredited college or university for which substandard academic performance is recorded.
   2. If a student repeats a course and receives another substandard grade, the college may permit the student to repeat the course one additional time in an effort to alleviate substandard work, provided that doing so will not violate the maximum number of enrollments as specified in number 12 under Course Repetition, above. If the student repeats the same course two or more times, only the two previous grades will be disregarded.
   3. When a student’s transfer institution has a recency requirement that the student will not be able to satisfy without repeating the course.
3. The student may petition to enroll in a course for a fourth attempt. In such cases, apportionment will not be claimed unless justified by documented, extenuating circumstances as outlined in number 9 under Course Repetition.

Repetition of Variable Unit Courses:

If the college offers credit courses for variable units on an open-entry/open-exit basis, the 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.

The student may not repeat any of the course unless:

1. Required for legally mandated training.
2. The course is a special class for students with disabilities which the student needs to repeat.
3. Repetition of the course to retake a portion of the curriculum is justified by extenuating circumstances, as defined in number 9 under Course Repetition, above.
4. The student needs to repeat the course to alleviate substandard work recorded for a portion of the curriculum.
5. When a portion of the course is repeated, the lower grade and credit may be disregarded in computing the student’s GPA.

ACADEMIC RENEWAL WITHOUT COURSE REPETITION

The Contra Costa Community College District has adopted the following procedures, pursuant to Title 5, Section 55046, which permit students alleviate previously recorded substandard grades (defined as "D," "F" or "NC/NP") which are not reflective of a student's demonstrated academic ability. The procedures must:

1. Not conflict with Education Code Section 76224, pertaining to finality of grades assigned by instructors, and Title 5, Sections beginning with 59020 to 59033 pertaining to the retention and destruction of records.
2. Allow a maximum of 24 units to be alleviated. Courses within the District can be combined up to the maximum of 24 units, however each college will adjust units on its own transcript.
3. Require that a student has completed 20 units of satisfactory work within the Contra Costa Community College District or any other accredited college or university, since receiving the last substandard grade. The unit count begins the semester after the last substandard grade has been received.
4. Require that the student must have a minimum 2.0 GPA subsequent to the course work to be alleviated.
5. A minimum of 12 months must have elapsed since the substandard grades were earned.
6. Identify any courses or categories of courses, if any, which are exempt from consideration.
7. Exempt from consideration courses that have already been removed from the student’s GPA by course repetition.
8. Grades approved for academic renewal will remain on the student’s transcripts; however, the grades will no longer be included in the computation of the student’s grade point average.

Students MUST meet with a counselor to review options to Academic Renewal, as this procedure is irreversible. Once they qualify for Academic Renewal they must complete the Petition for Academic Renewal form, using one form per college, obtain a counselor’s signature and turn it in to Admissions and Records at any college within the District. If the student is using non-district courses to qualify for the 20 units of satisfactory work completed, official transcripts must be on file in Admissions and Records prior to petitioning for Academic Renewal.

Education Code Section 76224 Title 5, California Code of Regulations, Sections 55022 et seq., 55023, 55024, 55040-55045, 55046, 55253, 56029

Historical Annotation: Related Board Policies:

Adopted: Cabinet 5/25/99 Board Policy [4001](http://www.4cd.edu/gb/policies-procedures/board/BP4001.pdf)

Revised: 3/26/03 Rules and Regulations of the Governing Board: [Student Representation](http://www.4cd.edu/gb/policies-procedures/board/RulesAndRegulations.pdf) Second Revision: 7/28/04

Third Revision: 11/15/06 Related Procedures

Fourth Revision: 4/28/10 Student Services Procedure [3008,](http://www.4cd.edu/gb/policies-procedures/student/S3008.pdf) [3029](http://www.4cd.edu/gb/policies-procedures/student/S3029.pdf)

Fifth Revision: 9/12/12 Sixth Revision 7/23/14 Seventh Revision 5/25/16

Summary Tables from Credit Course Repetition Guidelines - California Community Colleges Chancellor’s Office

# Table 1: Satisfactory Grade Received

Limitations on additional enrollments in the same credit course where student receives a satisfactory grade on previous enrollment.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Explanation | Student | Apportionment | GPA/Credit | Other info. |
| General rule | A student earning a | 1 s/q | 1 s/q | All grades and credits | See additional |
|  | satisfactory grade may not |  | § 58161(b) | received count in | limitations for |
|  | enroll in that course again |  |  | computing GPA. All | courses that are |
|  | unless an exception applies. |  |  | work must remain | related in content |
|  |  |  |  | legible on the | at the end of this |
|  |  |  |  | student’s academic | table. |
|  |  |  |  | record. |  |
|  |  |  |  | § 55040(d) |  |
| Exceptions that permit district policy to allow for additional enrollments: | | | | | |
| Repeatable | District policy may permit | See table | See table 3. | See table 3. | See table 3. |
| courses | students to enroll multiple | 3. |  |  |  |
| §§ | times in courses designated by |  |  |  |  |
| 55040(b)(2), | the district as repeatable. |  |  |  |  |
| 55041 | Districts may only designate |  |  |  |  |
|  | three types of courses as |  |  |  |  |
|  | repeatable. See table 3. |  |  |  |  |
| Significant | District policy may permit a | No | +1 s/q | District policy may | See table 4 for |
| of time | course again due to a significant | specific | § 58161(e)(1) | permit previous grade | limitations for |
| §§ | the Guidelines for what | limit. |  | and credit to be | participatory |
| 55043 | lapse of time. |  |  | disregarded in | physical education |
|  |  |  |  | computing GPA. | or performing arts. |
|  |  |  |  | § 55043(c) |  |
| Variable unit | District policy may permit a | No | Same as student | See table 2. | With very few |
| courses | courses offered for variable units | as | § 58161(f)(3) |  | students cannot |
| on an open- | entry/open exit basis as many | complete |  |  | portion of the |
| entry/open- | to complete one time the entire | course |  |  | Guidelines. § |
| basis | course. This exception does not | once. |  |  | 55044(a)(1)-(4) |
| §§ | education, visual arts, or |  |  |  |  |
| 55044 | performing arts courses. |  |  |  |  |
| Extenuating | District policy may permit a | No | +1 s/q | District policy may | This exception does |
| circumstances | earned a satisfactory or | specific | § 58161(e)(2) | allow previous grade | to courses |
| §§ | petition to repeat a course due | limit. |  | and credit to be | repeatable. |
| 55045 | circumstance. See Guidelines for |  |  | disregarded in | Student must have |
|  | extenuating circumstances. |  |  | computing the | an evaluative |
|  |  |  |  | student’s GPA. | substandard or |
|  |  |  |  | § 55045(b) | on prior enrollment. |

# Table 1: Satisfactory Grade Received (Continued)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Explanation | Student limit | Apportionment | GPA/Credit | Other info. |
| Exceptions that permit district policy to allow for additional enrollments (cont.): | | | | | |
| Occupational | District policy may permit | No specific limit | Same as | District policy | Occupational work |
| work | a student to enroll more | for this course; | student limit. | may NOT allow | experience and |
| experience | than once, even if the | however, see | § 58161(f)(4) | previous | general work |
| § 55040(b)(6) | student earned a | Guidelines for |  | grade(s) and | experience are |
|  | satisfactory grade, in an | other limits that |  | credit(s) to be | distinct types of |
|  | occupational work | affect students’ |  | disregarded in | cooperative work |
|  | experience course if the | enrollments. |  | computing the | experience. The |
|  | college offers only one | § 55253 |  | student’s GPA. | exception that allows |
|  | course in occupational |  |  | §§ 55021(b), | for additional |
|  | work experience in a |  |  | 55040(b)(6) | enrollments applies |
|  | given field and that |  |  |  | only to occupational |
|  | course is not offered as a |  |  |  | work. |
|  | variable unit open- |  |  |  | See Guidelines. |
|  | entry/open-exit course. |  |  |  |  |
| Students with | District policy must permit a | No specific limit. | Same as | District policy |  |
| disabilities | disability to enroll multiple |  | limit. | prior grade to be |
| repeating a | designated as "special |  | § 58161(f)(2) | disregarded in |
| special class | related accommodation for |  |  | computing the |
| § 55040(b)(7) | § 56029. |  |  | GPA. |
| Legally | District policy may permit | No specific limit. | Same as | District policy | See Guidelines |
| mandated | a student to re-enroll in a |  | student limit. | may NOT allow | regarding audit |
| § 55040(b)(8) | course that it determines |  | § 58161(f)(1) | previous | documentation |
|  | to be required by statute |  |  | grade(s) and | required. |
|  | or regulation as a |  |  | credit(s) to be |  |
|  | condition of that |  |  | disregarded in |  |
|  | student’s paid or |  |  | computing the |  |
|  | volunteer employment. |  |  | student’s GPA. § |  |
|  | § 55000(k). |  |  | 55021(b) |  |
| Significant | District policy may permit | No specific limit. | Same as | District policy | See Guidelines |
| change in | a student to petition the |  | student limit. | may NOT allow | regarding audit |
| industry or | district to re-enroll in a |  | § 58161(f)(8) | previous | documentation |
| licensure | course if: 1) there has |  |  | grade(s) and | required. |
| standards | been a significant change |  |  | credit(s) to be |  |
| § 55040(b)(9) | in industry or licensure |  |  | disregarded in |  |
|  | standards since the |  |  | computing the |  |
|  | student previously took |  |  | student’s GPA. § |  |
|  | the course, and 2) the |  |  | 55021(b) |  |
|  | student must take the |  |  |  |  |
|  | course again for |  |  |  |  |
|  | employment or licensure. |  |  |  |  |
| Additional limitations – active participatory courses in physical education, visual arts, or performing arts, that are related in | | | | | |
| Courses | District policy must | See table 4. | See table 4. | See table 4. | See table 4 and the |
| related in | further limit enrollment of |  |  |  | Guidelines regarding |
| content | students in courses that |  |  |  | what constitutes |
| § 55040(c) | are active participatory |  |  |  | active participatory |
|  | courses in physical |  |  |  | courses in physical |
|  | education, visual arts, or |  |  |  | education and visual |
|  | performing arts. |  |  |  | arts or performing |
|  |  |  |  |  | arts. |

Table 2: Satisfactory Grade NOT Received

Additional enrollment limitations in the same credit course when student does not receive satisfactory grade on prior enrollment.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Explanation | Student limit | Apportionment | GPA/Credit | Other info. |
| General rule | District policy may | Except as | Up to 3 s/q | Varies depending | See Guidelines |
|  | permit a student | specified below, | enrollments | upon circumstances | regarding exceptions to |
|  | not receiving a | total enrollments | TOTAL | allowing the | the requirement that |
|  | satisfactory grade | (which include | (including | additional | all course work be |
|  | (as defined in § | evaluative and | enrollments | enrollment. In | clearly indicated on |
|  | 55000(w)) to | nonevaluative | where a W is | almost all | student’s permanent |
|  | enroll in the credit | marks) may not | recorded), | circumstances the | academic record. |
|  | course again under | exceed 3 s/q. | except as | student’s permanent |  |
|  | specified |  | specified below. | academic record |  |
|  | circumstances. |  |  | must clearly indicate |  |
|  |  |  |  | all course work |  |
|  |  |  |  | insuring a true and |  |
|  |  |  |  | complete academic |  |
|  |  |  |  | history. |  |
| Circumstances that permit district policy to allow for additional enrollment(s): | | | | | |
| Alleviate | District policy may | 3 s/q total | 3 s/q total | District policy may | Withdrawals and |
| substandard | enrollment resulted | enrollments + 1 | enrollments. | permit only the first | to alleviate |
| academic | enroll in the same | s/q more | § 58161(c) | substandard grades | academic work count |
| §§ | grades include the | enrollment |  | be excluded in | the student’s limit and |
| 55042 | or NC (as defined in | pursuant to |  | computing the | apportionment limit. |
|  | the student’s | petition. |  | GPA. |  |
|  | transcript. | § 55042(b) |  |  |  |
| Withdrawal | District policy may | 3 s/q total | 3 s/q total | The W shall not be | See Guidelines for |
| § 55024 | permit a student | enrollments, + 1 | enrollments. | used in calculating | circumstances in |
|  | who withdrew | s/q enrollment | § 58161(c) | GPA, but must be | which district policy |
|  | from a course and | pursuant to |  | used in determining | may permit |
|  | received a W to | petition. |  | probation and | withdrawal on the |
|  | enroll again in the | § 55024(a)(9) |  | dismissal (with a | fourth enrollment and |
|  | credit course. | (Reminder: |  | few exceptions). | specific types of |
|  |  | withdrawals from |  | § 55024(a)(7) | withdrawals (e.g., |
|  |  | courses as well as |  |  | Military withdrawals, |
|  |  | repetitions of |  |  | withdrawals due to |
|  |  | courses are |  |  | extraordinary |
|  |  | enrollments, and |  |  | condition etc…) §§ |
|  |  | count toward the |  |  | 55024(a)(9), 58509, |
|  |  | total enrollment |  |  | 55024 (a)(7), (a)(10) |
|  |  | limitation.) |  |  | and (d) |

# Table 2: Satisfactory Grade NOT Received (Continued)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Explanation | Student limit | Apportionment | GPA/Credit | Other info. |
| Circumstances that permit district policy to allow for additional enrollment(s) (cont.): | | | | | |
| Repeatable | District policy may | See table 3. | See table 3. | If student re- | See table 3. |
| courses\* | permit students to |  |  | enrolls in a |  |
| §§ 55040(b)(1), | enroll multiple times in |  |  | repeatable course |  |
| 55041 | courses designated by |  |  | to alleviate a |  |
|  | the district as |  |  | substandard |  |
|  | repeatable. Districts |  |  | grade, then the |  |
|  | may only designate |  |  | most recent |  |
|  | three types of courses |  |  | substandard |  |
|  | as repeatable. See table |  |  | grades (up to two) |  |
|  | 3 below. |  |  | may be |  |
|  |  |  |  | alleviated. |  |
|  |  |  |  | § 55042(c) |  |
| Variable unit | District policy may permit | 3 s/q | 3 s/q | District policy may | Under no |
| courses offered | variable unit courses as | in that portion | that portion of | permit the | a portion of a physical |
| on an open- | to complete one time the | the course +1 | course | grade and credit in | education, visual arts, |
| entry/ open- | course. District policy may | more | § 58161(f)(3) or | portion repeated | performing arts |
| exit basis\* | enroll again in each | in that portion | enrollments in | disregarded in | repeated. § 55044(b). |
| §§ 55040(b)(4), | circumstances. One of | pursuant to | portion of the | computing | Guidelines for a |
| 55044 | alleviation of substandard | petition. | if extenuating | GPA. § 55044(c) | other limited |
|  | § 55042. | §§ 55042(b), | circumstances |  | which a portion of the |
|  |  | 55045 | § 58161(e)(2) |  | may be repeated. |
|  |  |  |  |  | § 55044(a)(1)-(4) |
| Extenuating | District policy may permit | No specific | +1 s/q | District policy may | Student must have |
| circumstances\* | received a satisfactory or | limit. | § 58161(e)(2) | a previous grade | passing or |
| §§ 55040(b)(5), | petition to repeat a course |  |  | credit to be | on prior enrollment. |
| 55045 | circumstance. See |  |  | in computing the |  |
|  | extenuating |  |  | student’s GPA. |  |
|  | circumstances. |  |  | § 55045(b) |  |
| Occupational | District policy may | No specific | Same as | District policy may | Occupational work |
| work | permit a student to | limit; however, | student limit. | NOT allow | experience and |
| experience\* | enroll more than once | see Guidelines | § 58161(f)(4) | previous grade(s) | general work |
| § 55040(b)(6) | in an occupational work | for other limits |  | and credit(s) to be | experience are |
|  | experience course if the | that affect |  | disregarded in | distinct types of |
|  | college offers only one | students’ |  | computing the | cooperative work |
|  | course in occupational | enrollments. |  | student’s GPA. § | experience. The |
|  | work experience in a | § 55253 |  | 55021(b) | exception that allows |
|  | given field and that |  |  |  | for additional |
|  | course is not offered as |  |  |  | enrollments applies |
|  | a variable unit open- |  |  |  | only to occupational |
|  | entry/open-exit course. |  |  |  | work. |
|  |  |  |  |  | See Guidelines. |

Table 2: Satisfactory Grade NOT Received (Continued)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Explanation | Student | Apportionment | GPA/Credit | Other info. |
| Circumstances that permit district policy to allow for additional enrollment(s) cont.: | | | | | |
| Students with | District policy may permit a | No | Same as | District policy may |  |
| disabilities | student with a disability to | specific | student limit. | allow prior grade to |
| repeating a | enroll multiple times in a special | limit. | § 58161(f)(2) | be disregarded in |
| special class\* | class as a disability-related |  |  | computing the |
| § 55040(b)(7) | accommodation for a reason |  |  | student’s GPA. |
|  | specified in § 56029. |  |  |  |
| Legally | Districts may permit a student to | No | Same as | District policy may | See Guidelines |
| mandated\* | enroll multiple times in a course | specific | student limit. | NOT allow previous | regarding audit |
| § 55040(b)(8) | that it determines to be required | limit. | § 58161(f)(1) | grade(s) and | documentation |
|  | by statute or regulation as a |  |  | credit(s) to be | required. |
|  | condition of that student’s paid or |  |  | disregarded in |  |
|  | volunteer employment. |  |  | computing the |  |
|  |  |  |  | student’s GPA. § |  |
|  |  |  |  | 55021(b) |  |
| Significant | District may permit a student to | No | Same as | District policy may | See Guidelines |
| change in | petition the district to repeat a | specific | student limit. | NOT allow previous | regarding audit |
| industry or | course as a result of a significant | limit. | § 58161(f)(8) | grade(s) and | documentation |
| licensure | change in industry or licensure |  |  | credit(s) to be | required. |
| standards\* | standards such that repetition of |  |  | disregarded in |  |
| § 55040(b)(9) | the course is necessary for that |  |  | computing the |  |
|  | student’s employment or |  |  | student’s GPA. § |  |
|  | licensure. |  |  | 55021(b) |  |
| Additional limitations – active participatory courses in physical education, visual arts, or performing arts, that are related in | | | | | |
| Courses | District policy must further limit | See | See table 4. | See table 4. | See table 4. |
| related in | enrollment of students in | table 4. |  |  |  |
| content | courses that are active |  |  |  |  |
| § 55040(c) | participatory courses in physical |  |  |  |  |
|  | education, visual arts, or |  |  |  |  |
|  | performing arts. |  |  |  |  |

\*With some limitations, these are circumstances in which a student can enroll in a course more than one time if either a satisfactory grade has (table 1) or has not

(table 2) been achieved, if all other conditions for the subsequent enrollment(s) have been met.

# Table 3: Repeatable Courses

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Explanation | Student | Apportionment Limit | GPA/Credit | Other |
| General Rule | Districts may not designate | Varies | Same as student limit. | The grade |  |
|  | courses as repeatable | depending |  | received each |
|  | unless the course is one of | upon the |  | time shall be |
|  | the three types specified | type of |  | included for |
|  | below. If one of the three | course. |  | calculating |
|  | types below, then district |  |  | GPA. |
|  | policy may designate the |  |  | § 55041(c) |
|  | course as repeatable and |  |  |  |
|  | students may repeat the |  |  |  |
|  | course, even if they |  |  |  |
|  | received a satisfactory grade |  |  |  |
|  | on a prior enrollment. |  |  |  |
| Types of courses that districts may designate as repeatable (§ 55041(b)(1)): | | | | | |
| Courses | A district may designate a | See | 4s/6q enrollments, | The grade |  |
| required by | repetition of that course is | Guidelines. | +1s/q if significant | time shall be |
| CSU or UC | and/or UC for completion of a |  | lapse time exception | for calculating |
| completion | bachelor’s degree. |  | applies. | § 55041(c) |
| a bachelor’s |  |  | §§ 58161(d), |  |
| degree |  |  | 58161(e)(1) |  |
| § 55041(a)(1) |  |  |  |  |
| Intercollegiate | A district may designate as | No specific | 350 contact hours per fiscal | The grade |  |
| Athletics | repeatable a course in which | limit. | year, per enrolled student, | received each |
| § 55041(a)(2) | student athletes enroll to |  | per sport (of the 350 hours, | time shall be |
|  | participate in an organized |  | up to 175 contact hours in | included for |
|  | competitive sport sponsored |  | courses dedicated to the | calculating |
|  | by the district or a |  | sport and 175 contact hours | GPA. |
|  | conditioning course which |  | in conditioning or skill | § 55041(c) |
|  | supports the organized |  | development courses for |  |
|  | competitive sport. |  | the sport) or 4s/6q |  |
|  |  |  | enrollments, whichever is |  |
|  |  |  | less. |  |
|  |  |  | §§ 58161(d), 58162 |  |

Table 3: Repeatable Courses (Continued)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Explanation | Student Limit | Apportionment | GPA/Credit | Other information |
| Types of courses that districts may designate as repeatable (§ 55041(b)(1) cont.: | | | | | |
| Intercollegiate | A district may designate | 4s/6q | Same as | The grade | The enrollment limits, |
| Academic or | courses that are designed | enrollments, | student limit. | received each | including the limits for |
| Vocational | specifically for | either in one | § 58161(d) | time shall be | courses that are related |
| competition | participation in non- | single course or |  | included for | in content, apply even |
| § 55041(a)(3) | athletic competitive | a combination |  | calculating | if the student receives |
|  | events between students | of courses that |  | GPA. | a substandard grade or |
|  | from different colleges as | are related in |  | § 55041(c) | W during one of the |
|  | repeatable. The outcomes | content. |  |  | enrollments or |
|  | of the course must be |  |  |  | petitions for repetition |
|  | tied to the student’s |  |  |  | due to extenuating |
|  | participation in the |  |  |  | circumstances. |
|  | competition. The event |  |  |  |  |
|  | must be sanctioned by a |  |  |  |  |
|  | formal collegiate or |  |  |  |  |
|  | industry governing body. |  |  |  |  |
| Additional limitations – active participatory courses in physical education, visual arts, or performing arts, that are related in | | | | | |
| Courses | District policy must | See table 4. | See table 4. | See table 4. | See table 4. |
| related in | further limit enrollment of |  |  |  |  |
| content | students in courses that |  |  |  |  |
| § 55040(c) | are active participatory |  |  |  |  |
|  | courses in physical |  |  |  |  |
|  | education, visual arts, or |  |  |  |  |
|  | performing arts. |  |  |  |  |

Table 4: Active participatory credit courses in physical education, visual arts, or performing arts that are related in content

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Explanation | Student Limit | Apportionment | GPA/Credit | Other |
| Active | In addition to the foregoing | Except as | Same as | All grades and |  |
| participatory | enrollment limitations, districts | provided below, | student limit. | credits |
| courses in physical | must limit a student’s enrollment in | up to 4s/6q |  | received count |
| education, visual | active participatory courses in | enrollments total |  | in computing |
| arts, or | physical education, visual arts, or | in levels and/or |  | GPA, unless an |
| performing arts | performing arts if the course the | variations. |  | exception |
| that are related in | student is seeking to enroll in is |  |  | applies. |
| content | related in content to one that he or |  |  |  |
| § 55040(c) | she has previously been or is |  |  |  |
|  | currently enrolled in. 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. § 55000(l) |  |  |  |
| Additional exceptions and limitations: | | | | | |
| Significant lapse | If district policy permits students to | Up to 4s/6q | Same as student | When a course is |  |
| of time | course due to significant lapse of | enrollments. If | limit. | repeated pursuant |
| §§ 55040(b)(3), | enrollments, including the additional | student has | § 58161(d) and | significant lapse of |
| 55043 | allowed as a result of the significant | exhausted 4s/6q | (e)(1) | the district policy |
|  | time, in an active participatory | enrollments, |  | allow the previous |
|  | education, visual arts, or performing | +1 s/q enrollment |  | and credit to be |
|  | toward the total enrollments. | for significant |  | disregarded in |
|  |  | lapse of time can |  | computing the |
|  |  | be permitted. |  | GPA. § 55043(c) |
| Variable unit | District policy may permit students | Up to 4s/6q | Same as student | District policy may |  |
| courses offered | variable unit courses offered on an | enrollments; for | limit. | permit the |
| on an open- | entry/open exit basis as many times | this purpose, | § 58161(d) | grade and credit |
| entry/open-exit | necessary to complete the course | enrollments |  | portion repeated |
| basis – physical | except if the course is an active | include each |  | disregarded in |
| education, | course in physical education, visual | portion. |  | computing the |
| visual arts, and | performing arts, in which case each |  |  | GPA. § 55044(c) |
| performing arts | in a portion of the course counts |  |  |  |
| §§ 55040(b)(4), | courses that are related in content |  |  |  |
| 55044 | § 55040(c) |  |  |  |

Curriculum and Instruction Procedure 4001

Exhibit A

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# Table 4: Active participatory credit courses in physical education, visual arts, or performing arts that are related in content (Continued)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Explanation | Student Limit | Apportionment | GPA/Credit | Other information |
| Additional exceptions/limitations specific to repeatable courses in physical education, visual arts, or performing arts | | | | | |
| Courses required | Courses properly | Up to 4s/6q | Same as student | When a course | See Guidelines for |
| by CSU or UC for | pursuant to section | enrollments | limit. | designated as | clarification regarding |
| completion of a | also be active | one course or |  | repeatable, | repeatable courses in |
| bachelor’s | education, visual arts, | combination |  | received shall | education, visual arts, or |
| degree | subject to the | courses |  | included in | performing arts that |
| §§ 55040(b)(1), | related content as set | content. |  | the student’s | to also be subject to related |
| 55041(a)(1) | forth in section 55040(c). |  |  | § 55041(c) | course content limitations. |