ACADEMIC STANDARDS AND GRADING

~~STANDARDS OF SCHOLARSHIP~~

CREDIT HOUR

All colleges within the Contra Costa Community College District will ensure that any course for which students receive one academic credit will require a minimum of 48 hours of total student work. Total student work may include inside and/or outside-of-class hours, as well as a variety of delivery methods, academic activities, and measurements of student work. 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. A course requiring 96 hours or more total student work will provide at least two units of credit.

4. Work experience education courses shall adhere to the formula for credit hour calculations identified in Title 5 Section 55253.

5. Direct assessment competency-based education modules shall adhere to the formula for credit hour calculations identified in Title 5 Section 55270.12.

6. Credit for clock hour designated programs is awarded consistent with 34 Code of Federal Regulations Part 600.2.

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

STANDARD FORMULA FOR HOURS AND UNITS OF CREDIT

Colleges within the District use the standard formula for credit hour calculation for most credit courses: divide the total of all student learning hours by the hours-per-unit divisor, then round down to the nearest 0.5 units.

Expressed as an equation: (Total Contact Hours + Outside-of-class Hours)/Hours-Per-Unit Divisor = Units of Credit

The result of this calculation is then rounded down to the nearest 0.5-unit increment.

Colleges within the District follow a compressed academic calendar of 16.6 weeks and utilize an hours-per-unit divisor of 54.

To ensure compliance with state and federal regulations related to credit hour calculations and attendance accounting requirements, the course outline of record for each course shall record the total number of hours and units in each instructional category, the total number of expected outside-of-class hours, and the total student learning hours used to calculate the award of credit.

STANDARD FORMULA: TYPICAL RATIOS

Total student learning hours are provided using common ratios of total contact hours to outside-of-class hours. The ratios for the common instructional categories are below:

Academic Activity	Weekly Contact Hours	Weekly Outside-of-Class Hours
Lecture	1	2
Activity	2	1
Laboratory	3	0

STANDARDS FOR INCREMENTAL AWARD OF CREDIT

The standard minimum unit increment awarded is 0.5 units. The standard approach to awarding increments of credit shall utilize the total student learning hours required to reach a unit value as a threshold. When increments are utilized, colleges may only award the next increment of credit when the total student learning hours have reached the minimum threshold for that number of units. For example, if the total student learning hours for a course equates to 3.33 units, the unit value will be rounded down to the nearest 0.5-unit increment, and the course unit value will be 3.0 units.

~~When the total student learning hours for a course equates to less than 0.5 units, the unit value is not rounded down but is calculated based on the exact number of total student learning hours. For example, an educational planning course with 18 total student learning hours has a unit value of 0.3.~~

FEDERAL FINANCIAL AID ELIGIBILITY

For purposes of federal financial aid eligibility, a "credit hour" will not be less than the following:

- One hour of classroom or direct faculty instruction and a minimum ~~maximum~~ of two hours of out-of-class student work each week for approximately fifteen weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time; or
- At least an equivalent amount of work as required in the paragraph above, or this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

PASS (P), NO PASS (NP), AND SATISFACTORY PROGRESS (SP) OPTIONS

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 Title 5, Sections 55022 and 55023 of the California Code of Regulations.

Courses may be offered in either or both of the following categories:

- Courses in which all students are evaluated on a "pass-no pass" basis.
- Courses in which each student may elect whether the basis of evaluation is "pass-no pass" or a letter grade by the established and published deadline.

A student who receives a "P" grade earns the units assigned to the course. A "P" grade is not included in the calculation of the student's GPA, and it represents performance equivalent to a satisfactory letter grade (C or better).

The standards of evaluation shall be the same for all students enrolled in the course, regardless of whether the student is evaluated on a pass/no pass or letter-grade basis.

NON-CREDIT COURSE GRADING OPTIONS

Only grade symbols of P, NP, and SP may be used as designated evaluative grading options for non- credit courses. The P symbol is designated when a student attends consistently and is able to achieve the course outcomes. NP may be designated when a student is not able to achieve the course outcomes in the limited time they attend. The SP designation signifies that students are progressing and have acquired some of the skills and knowledge needed to achieve course outcomes but still have work to do.

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 evaluative and non-evaluative symbols.

EVALUATIVE SYMBOLS/GRADING SCALE

Symbol	Definition	Grade Point
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	~~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 towards completion of the course (used for noncredit courses only and is not supplemented by any other symbol)	

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~~ alert.
IP	In Progress: The "IP" symbol shall be used only in those courses that extend beyond the normal end of the academic term. It indicates that work is "In Progress," but that assignment of an evaluative ~~substantive~~ grade must await its completion. The appropriate valuative grade and unit credit shall be assigned and replace the IP symbol once 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 from Credit Courses: 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. "W" shall not be used in calculating grade point averages, but shall be used in determining ~~probation~~ academic or progress alert and ~~dismissal~~ pause ~~of a~~ for students.

2. Military Withdrawal (MW) occurs when a student who is a member of an active or reserve United States military service or National Guard receives orders compelling a withdrawal from courses.

   a. Upon verification of such orders, a "MW" shall be assigned to all courses affected by the MW ~~military withdrawal~~.
   b. MW ~~Military withdrawals~~ shall not be counted in progress ~~probation~~ alert and ~~dismissal~~ pause calculations.
   c. "MW" shall not be counted for the permitted number of withdrawals or counted as an enrollment attempt.

3. Excused Withdrawal (EW) occurs when a student is permitted to withdraw from a course(s) due to extenuating circumstances. "Extenuating circumstances" means cases of accidents, illnesses, or other circumstances beyond the control of the student. Colleges will proactively engage with the student to identify available college support services that may mitigate the extenuating circumstances and prevent withdrawal. Students shall not be denied an EW ~~excused withdrawal~~ due to a college's inability to respond to the petition or to provide sufficient assistance to mitigate the student's circumstances.

   a. Upon verification of these conditions and consistent with the district's required documentation substantiating the conditions., an "EW" symbol shall be assigned at any time after the period established by the governing board during which no notation is made for withdrawals.
   b. EW ~~Excused Withdrawal~~ shall not be counted in progress ~~probation~~ alert and ~~dismissal~~ pause calculations.
   c. EW ~~Excused Withdrawal~~ shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt.
   d. "EW" shall be assigned if a determination is made that a student withdrew from a course due to unlawful discrimination or retaliation.
   e. "EW" shall 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.

Credit awarded through Credit for Prior Learning (CPL) shall be recorded in accordance with applicable California Education Code, Title 5 regulations, and District procedures. The grading method used for CPL may vary based on the method of assessment and the grading options authorized for the course.

When an evaluative grade is appropriate, grading shall be consistent with the regular grading system established by the District. Pass/No Pass grading may be used when authorized by applicable regulations, District procedures, or the approved grading method for the course.

The student's academic record shall be clearly annotated to indicate that credit was earned through an alternative method of assessment for prior learning. The method of CPL assessment and the manner in which credit and grades are recorded shall be established in accordance with District procedures and applicable state requirements.

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 and (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 "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. Primary terms (spring and fall) are 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.

2Nothing 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.

3. Each college must designate certain types of courses as repeatable courses consistent with the requirements of Title 5, Section 55041.
4. Each college must identify specific courses or categories of courses which may not be repeated.

5. 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.

6. Work Experience education courses may be repeated subject to Title 5 Section 55040. Consistent with Title 5 Sections 55040 and 58161, the District policy on work experience

course repetition may permit a student to repeat that course any number of times so long as the student does not exceed the maximum limit of fourteen semester credit hours earned during one enrollment period in work experience education as set forth in Title 5 Section 55253(c).

7. 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.

8. 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.

9. 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:
   a. the most recent course was completed more than three years ago; and
   b. the course content has changed significantly; or
   c. 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.

10. 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.

11. The permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.

12. 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'.

13. Repeating a course beyond the maximum times allowed. Students with a substandard grade may use this reason if they had extenuating circumstances during the most recent attempt to complete the class. Extenuating circumstances are 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:
   a. 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;
   b. intercollegiate athletics; and
   c. 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 s/he 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 when the following circumstances exist.
   a. 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.
   b. 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.
   c. 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. it is 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; or

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 permits students to 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 up to 30 units to be alleviated. Courses within the District can be combined up to the maximum of 30 units, however each college will adjust units on its own transcript;

3. require that a student has completed either:
   a. Nine units of work with a 3.5 cumulative grade point average;
   b. 12 units of work with a 3.0 cumulative grade point average;
   c. 15 units of work with a 2.5 cumulative grade point average; or
   d. 20 units of work with a 2.0 cumulative grade point average.

   The unit count begins the semester after the last substandard grade was received. The course work upon which the application for alleviation is based, may have been completed within the Contra Costa Community College District or any other regionally accredited college or university.

4. allow upper division course work to meet the unit and GPA requirement for alleviation;

5. require that the student must have a minimum 2.0 GPA subsequent to the course work to be alleviated;

6. a minimum of one semester must have elapsed since the substandard grades were earned;

7. identify any courses or categories of courses, if any, which are exempt from consideration;

8. be exempt from consideration and are courses that have already been removed from the student's GPA by course repetition;

9. course work alleviated will be disregarded in the computation of the grade point average; or

10. when academic work is alleviated from the computation of the grade point average, the student's permanent academic record shall be properly annotated in a manner to ensure that all entries are legible and provide a true and complete record of academic history.
    i)

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 into Admissions and Records at any college within the District. If the student is using non-District courses to quality for the satisfactory work completed and required cumulative GPA, official transcripts must be on file in Admissions and Records prior to petitioning for Academic Renewal.

Education Code Section 70901, 70902, 76224
Title 5, California Code of Regulations, Sections 55000 et seq., 55022 et seq., 55023, 55024, 55033, 55040-55045, 55046, 55253, 56029, 58161

Related Board Policies:
Board Policy 4001
Rules and Regulations of the Governing Board:
Student Representation
Related Procedures:
Curriculum and Instruction Procedure 4012, 4016, 4017, 4018, 4019
Student Services Procedure 3008, 3029

Historical Annotation
Adopted: Cabinet 5/25/99
Revised: 3/26/03, 7/28/04, 11/15/06, 4/28/10, 9/12/12, 7/23/14, 5/25/16, 06/28/17, 04/24/19, 12/11/20, 06/14/23, 06/12/24, XX/XX/XX

Exhibit A

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 satisfactory grade may not enroll in that course again unless an exception applies.	1 s/q	1 s/q § 58161(b)	All grades and credits received count in computing GPA. All work must remain legible on the student's academic record. § 55040(d)	See additional limitations for courses that are related in content at the end of this table.
Exceptions that permit district policy to allow for additional enrollments:					
Repeatable courses §§ 55040(b)(2), 55041	District policy may permit students to enroll multiple times in courses designated by the district as repeatable. Districts may only designate three types of courses as repeatable.	See table 3.	See table 3.	See table 3.	See table 3.
Significant lapse of time§§ 55040(b)(3), 55043	District policy may permit a student to enroll in a course again due to a significant lapse of time. See the guidelines for what constitutes a significant lapse of time.	No specific limit.	+1 s/q	District policy may	See table 4 for additional limitations for active participatory courses in physical education and visual or performing arts.
Variable unit courses offered on an open entry/open exit basis §§55040(b)(4), 55044	District policy may permit a student to enroll in courses offered for variable units on an open entry/open exit basis as many times as necessary to complete one time the entire. This exception does not apply to physical education, visual arts, or performing arts courses.	No specific limit – as necessary to complete the course once.	Same as student limit.	See table 2.	With very few exceptions students cannot repeat a portion of the course. See guidelines. § 55044(a)(1) (4)
Extenuating circumstances §§55040(b)(5),	District policy may permit a student who has earned a satisfactory or substandard	No specific limit.	+1 s/q	District policy may allow previous grade and credit to	This exception does not apply to courses designated as

55045	grade to petition to repeat a course due to circumstance. See guidelines for what constitutes extenuating circumstances.			be disregarded in computing the student's GPA. § 55045(b)	repeatable. Student must have received an evaluative symbol, i.e., a substandard or passing grade 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.):					
Work Experience §§55040 and 58161	District policy may permit a student to enroll more than once, even if the student earned a satisfactory grade, in a work experience course.	No specific limit for this course; however, see Guidelines for other limits that affect students' enrollments. § 55253(c)	Same as student limit. § 58161(f)(4)	District policy may NOT allow previous grade(s) and credit(s) to be disregarded in computing the student's GPA. §§ 55021(b), 55040(b)(6)	
Students with disabilities repeating a special class § 55040(b)(7)	District policy must permit a student with a disability to enroll multiple times in classes designated as "special classes" as a disability-related accommodation for a reason specified in § 56029.	No specific limit.	Same as student limit. § 58161(f)(2)	District policy may allow prior grade to be disregarded in computing the student's GPA.	
Legally mandated § 55040(b)(8)	District policy may permit a student to re-enroll in a course that it determines to be required by statute or regulation as a condition of that student's paid or volunteer employment. § 55000(k).	No specific limit.	Same as student limit. § 58161(f)(1)	District policy may NOT allow previous grade(s) and credit(s) to be disregarded in computing the student's GPA. § 55021(b)	See Guidelines regarding audit documentation required.
Significant change in industry or licensure standards § 55040(b)(9)	District policy may permit a student to petition the district to re-enroll in a course if: 1) there has been a significant change in industry or licensure standards since the student previously took the course, **and** 2) the student must take the course again for employment or licensure.	No specific limit.	Same as student limit. § 58161(f)(8)	District policy may NOT allow previous grade(s) and credit(s) to be disregarded in computing the student's GPA. § 55021(b)	See Guidelines regarding audit documentation required.
Additional limitations – active participatory courses in physical education, visual arts, or performing arts, that are related in					
Courses related in content § 55040(c)	District policy must further limit enrollment of students in courses that are active participatory courses	See table 4.	See table 4.	See table 4.	See table 4 and the Guidelines regarding what constitutes active participatory

	~~in physical education, visual arts, or performing arts.~~				~~courses in physical education and visual arts or performing~~

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 permit a student not receiving a satisfactory grade (as defined in § 55000(w)) to enroll in the credit course again under specified circumstances.	Except as specified below, total enrollments (which include evaluative and nonevaluative marks) may not exceed 3 s/q.	Up to 3 s/q enrollments TOTAL (including enrollments where a W is recorded), except as specified below.	Varies depending upon circumstances allowing the additional enrollment. In almost all circumstances the student's permanent academic record must clearly indicate all course work insuring a true and complete academic history.	See Guidelines regarding exceptions to the requirement that all course work be clearly indicated on student's permanent academic record.
Circumstances that permit district policy to allow for additional enrollment(s):					
Alleviate substandard academic §§55040(b)(2), 55042	District policy may permit a student whose prior enrollment resulted in a substandard grade to re-enroll in the same course. Substandard academic grades include the grading symbols D, F, FW, NP, or NC (as defined in section 55023) recorded on the student's transcript.	3 s/q total enrollments + 1 s/q more enrollment pursuant to petition. § 55042(b)	3 s/q total enrollments. § 58161(c)	District policy may permit only the first two substandard grades be excluded in computing the student's GPA.	Withdrawals and repetitions to alleviate substandard academic work count towards the student's limit and the apportionment limit.
Withdrawal § 55024	District policy may permit a student who withdrew from a course and received a W to enroll again in the credit course.	3 s/q total enrollments, + 1 s/q enrollment pursuant to petition. § 55024(a)(9) (Reminder: withdrawals from courses as well as repetitions of courses are enrollments, and count toward the total enrollment limitation.)	3 s/q total enrollments. § 58161(c)	The W shall not be used in calculating GPA, but must be used in determining probationalert and dismissalpause (with a few exceptions). § 55024(b)	See Guidelines for circumstances in which district policy may permit withdrawal on the fourth enrollment and specific types of withdrawals (e.g., Military Withdrawals, withdrawals due to extraordinary conditions, etc.) §§ 55024(b)(2) and (c), 58509

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 courses* §§ 55040(b)(1), 55041	District policy may permit students to enroll multiple times in courses designated by the district as repeatable. Districts may only designate three types of courses as repeatable. See table 3 below.	See table 3.	See table 3.	If student re-enrolls in a repeatable course to alleviate a substandard grade, then the most recent substandard grades (up to two) may be alleviated. § 55042(c)	See table 3.
Variable unit courses offered on an open-entry/ open-exit basis* §§ 55040(b)(4), 55044	District policy may permit a student to enroll in variable unit courses as many times as necessary to complete one time the entire curriculum of the course. District policy may **not** permit a student to enroll again in each portion except in very limited circumstances. One of those circumstances is alleviation of substandard work if authorized by § 55042.	3 s/q enrollments in that portion of the course +1 s/q more enrollment in that portion pursuant to petition. §§ 55042(b), 55045	3 s/q enrollments in that portion of the course§ 58161(f)(3) or 4 s/q enrollments in that portion of the course if extenuating circumstances apply. § 58161(e)	District policy may permit the previous grade and credit in the portion repeated be disregarded in computing student's GPA. § 55044(c)	Under no circumstances may a portion of a physical education, visual arts, or performing arts be repeated. § 55044(b). See guidelines for a discussion of other limited circumstances in which a portion of the course may be repeated. § 55044(a)(1) (4)
Extenuating circumstances* §§ 55040(b)(5), 55045	District policy may permit a student who has received a satisfactory or substandard grade to petition to repeat a course due to an extenuating circumstance. See guidelines for what constitutes extenuating circumstances.	No specific limit.	+1 s/q enrollment § 58161(e)	District policy may allow a previous grade and credit to be disregarded in computing the student's GPA. § 55045(b)	Student must have received a passing or substandard grade on prior enrollment.
Work experience* §§ 55040 and	District policy may permit a student to enroll more than once in a work experience course.	No specific limit; however, see Guidelines for other limits that affect students' enrollments. § 55253(c).	Same as student limit. § 58161(f)(4)	District policy may NOT allow previous grade(s) and credit(s) to be disregarded in computing the student's GPA. § 55021(b)	

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 disabilities repeating a special class* § 55040(b)(7)	District policy may permit a student with a disability to enroll multiple times in a special class as a disability-related accommodation for a reason specified in § 56029.	No specific limit.	Same as student limit. § 58161(f)(2)	District policy may allow prior grade to be disregarded in computing the student's GPA.	
Legally mandated* § 55040(b)(8)	Districts may permit a student to enroll multiple times in a course that it determines to be required by statute or regulation as a condition of that student's paid or volunteer employment.	No specific limit.	Same as student limit. § 58161(f)(1)	District policy may NOT allow previous grade(s) and credit(s) to be disregarded in computing the student's GPA. § 55021(b)	See Guidelines regarding audit documentation required.
Significant change in industry or licensure standards* § 55040(b)(9)	District may permit a student to petition the district to repeat a course as a result of a significant change in industry or licensure standards such that repetition of the course is necessary for that student's employment or licensure.	No specific limit.	Same as student limit. § 58161(f)(5)	District policy may NOT allow previous grade(s) and credit(s) to be disregarded in computing the student's GPA. § 55021(b)	See Guidelines regarding audit documentation required.
Additional limitations – active participatory courses in physical education, visual arts, or performing arts, that are related in					
Courses related in content § 55040(c)	District policy must further limit enrollment of students in courses that are active participatory courses in physical education, visual arts, or performing arts.	See table 4.	See table 4.	See table 4.	See table 4.

*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 courses as repeatable unless the course is one of the three types specified below. If one of the three types below, then district policy may designate the course as repeatable and students may repeat the course, even if they received a satisfactory grade on a prior enrollment.	Varies depending upon the type of course.	Same as student limit.	The grade received each time shall be included for calculating GPA. § 55041(c)	
Types of courses that districts may designate as repeatable (§ 55041(b)(1)):					
Courses required by CSU or UC completion a bachelor's degree § 55041(a)(1)	A district may designate a course as repeatable if repetition of that course is required by CSU and/or UC for completion of a bachelor's degree.	See Guidelines.	4s/6q enrollments, +1s/q if significant lapse time exception applies. §§ 58161(d), 58161(e)	The grade received each time shall be included for calculating GPA. § 55041(c)	
Intercollegiate Athletics § 55041(a)(2)	A district may designate as repeatable a course in which student athletes enroll to participate in an organized competitive sport sponsored by the district or a conditioning course which supports the organized competitive sport.	No specific limit.	350 contact hours per fiscal year, per enrolled student, per sport (of the 350 hours, up to 175 contact hours in courses dedicated to the sport and 175 contact hours in conditioning or skill development courses for the sport) or 4s/6q enrollments, whichever is less. §§ 58161(d), 58162	The grade received each time shall be included for calculating GPA. § 55041(c)	

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

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

Table 4: Active participatory credit courses in physical education, visual arts, or performing arts that are related in content (Continued) `43

	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 by CSU or UC for completion of a bachelor's degree §§ 55040(b)(1), 55041(a)(1)	Courses properly designated as repeatable pursuant to section 55041(a)(1) that happened to also be active participatory courses in physical education, visual arts, or performing arts, are subject to the limitations on courses that are related content as set forth in section 55040(c).	Up to 4s/6q enrollments in one course or a combination of courses related in content.	Same as student limit.	When a course is designated as repeatable, each grade received shall be included in computing the student's GPA. § 55041(c)	See guidelines for additional clarification regarding repeatable courses in physical education, visual arts, or performing arts that happen to also be subject to related course content limitations.