COURSE REPETITION

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.

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 (P, or C) or better was previously earned if:

   a. the most recent course was completed more than three years ago; or

   b. 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. Such courses may be repeated for credit any number of times. 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 circumstances 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 that are related in content. 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.

4. When a course is repeated pursuant to this section, the grade received each time shall be included for purposes of calculating the student's grade point average, unless the previous grade(s) are allowed to be disregarded as permitted by Title 5.

COURSE REPETITION IN SPECIAL CIRCUMSTANCES

1. If a student repeats a course and receives a satisfactory grade, then they 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 Title 5.

2. Students may repeat a course that is not designated as repeatable when the following circumstances exist.
   a. To alleviate a substandard grade of "D," "F," or "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 first two substandard grades will be excluded in computing the student's GPA.
   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.

Education Code Section 70901, 70902, 76224
Title 5, California Code of Regulations, Sections 55000 et seq., 55022 et seq., 55023, 55024, 55025, 55033, 55040-55045, 55046, 55253, 56029, 58161

Adopted XX/XX/XX

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