**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.

1. One unit laboratory course = 48 hours (minimum) in-class laboratory
2. 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 Title 5, Sections 55022 and 55023 of the California Code of Regulations.

**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. 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.

**CREDIT BY EXAMINATION**

1. Credit may be earned by examination provided:

a. the student is registered at the College and in good standing;

b. the student can demonstrate that s/he is especially qualified, through previous training, experience or instruction, to successfully complete such examination;

c. the course for which credit is desired is listed in the catalog of the College;

d. the course has been so designated by members of the division faculty; and

e. 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 six~~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**

 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.

 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;

* 1. Military withdrawals shall not be counted in progress probation and dismissal calculations.
	2. “MW” shall not be counted for the permitted number of withdrawals.

6.  Excused Withdrawal (EW) occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student affecting his or her ability to complete a course(s) and may include a job transfer outside the geographical region, an illness in the family where the student is the primary caregiver, when the student who is incarcerated in a California state prison or county jail is released from custody or involuntarily transferred before the end of the term, when the student is the subject of an immigration action, or other extenuating circumstances.

1. Upon verification of these conditions and consistent with the district’s required documentation substantiating the conditions, an excused 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. Excused Withdrawal shall not be counted in progress probation and dismissal calculations.
3. Excused Withdrawal shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt.

**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~~ 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~~ 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~~ 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~~ 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.

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. 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 a 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.

1. 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.
2. 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.
3. 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:
4. the most recent course was completed more than three years ago; and
5. the course content has changed significantly; or
6. 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 a substandard grade may use this reason if they had extenuating circumstances during the **most** recent attempt to complete the class.  Extenuating circumstances ~~is~~ 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:
2. 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;
3. intercollegiate athletics; and
4. 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 ~~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~~ when the following circumstances exist.
	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. 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 ~~a maximum of~~ up to ~~24~~ 30 units to be alleviated. Courses within the District can be combined up to the maximum of ~~24~~ 30 units, however each college will adjust units on its own transcript;
3. require that a student has completed ~~20 units of college work~~ either:
4. Nine units of work with a 3.5 cumulative grade point average;
5. 12 ~~15~~ units of work with a 3.0 cumulative grade point average;
6. 15 ~~21~~ units of work with a 2.5 cumulative grade point average; or
7. 20 ~~24~~ units of work with a 2.0 cumulative grade point average.

The unit count begins the semester after the last substandard grade ~~has been~~ 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.

~~3~~.4. allow upper division course work to meet the unit and GPA requirement for alleviation;

~~4.~~5. require that the student must have a minimum 2.0 GPA subsequent to the course work to be alleviated;

~~5.~~6. a minimum of one semester ~~12 months~~ must have elapsed since the substandard grades were earned;

~~6~~.7. identify any courses or categories of courses, if any, which are exempt from consideration;

8. ~~Grades approved for academic renwal 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.~~ 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 compulation 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.

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 ~~20~~

~~units of~~ 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 55022 et seq.,

55023, 55024, 55040-55045, 55046, 55253, 56029

## 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 limit** | **Apportionment limit** | **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. | See table 3. |
| Significant lapse | District policy may permit a student to enroll in a | No specific limit. | +1 s/q | District policy may | See table 4 for additional |
| of time | course again due to a significant lapse of time. See | § 58161(e)(1) | permit previous grade | limitations for active |
| §§ 55040(b)(3), | the Guidelines for what constitutes a significant | and credit to be | participatory courses in |
| 55043 | lapse of time. | disregarded in | physical education and visual |
| computing GPA. | or performing arts. |
| § 55043(c) |
| Variable unit | District policy may permit a student to enroll in | No specific limit – | Same as student limit. | See table 2. | With very few exceptions |
| courses offered | courses offered for variable units on an open- | as necessary to | § 58161(f)(3) | students cannot repeat a |
| on an open- | entry/open exit basis as many times as necessary | complete the | portion of the course. See |
| entry/open-exit | to complete one time the entire curriculum of the | course once. | Guidelines. § 55044(a)(1)-(4) |
| basis | course. This exception does not apply to physical |
| §§ 55040(b)(4), | education, visual arts, or performing arts courses. |
| 55044 |
| Extenuating | District policy may permit a student who has | No specific limit. | +1 s/q | District policy may | This exception does not apply |
| circumstances | earned a satisfactory or substandard grade to | § 58161(e)(2) | allow previous grade | to courses designated as |
| §§ 55040(b)(5), | petition to repeat a course due to an extenuating | and credit to be | repeatable. |
| 55045 | circumstance. See Guidelines for what constitutes | disregarded in | Student must have received |
| extenuating circumstances. | computing the | an evaluative symbol, i.e., a |
| student’s GPA. | substandard or passing grade, |
| § 55045(b) | on prior enrollment. |

# Table 1: Satisfactory Grade Received (Continued)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Explanation** | **Student limit** | **Apportionment limit** | **GPA/Credit** | **Other info.** |
| **Exceptions that permit district policy to allow for additional enrollments (cont.):** |
| Occupational work experience§ 55040(b)(6) | District policy may permit a student to enroll more than once, even if the student earned a satisfactory grade, in an occupational work experience course if the college offers only one course in occupational work experience in a given field and that course is not offered as a variable unit open-entry/open-exit course. | No specific limit for this course; however, see Guidelines for other limits that affect students’ enrollments.§ 55253 | 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) | Occupational work experience and general work experience are distinct types of cooperative work experience. The exception that allows for additional enrollments applies **only** to occupational work.See Guidelines. |
| Students with | District policy must permit a student with a | No specific limit. | Same as student | District policy may allow |  |
| disabilities | disability to enroll multiple times in classes | limit. | prior grade to be |
| repeating a | designated as "special classes" as a disability- | § 58161(f)(2) | disregarded in |
| special class | related accommodation for a reason specified in | computing the student’s |
| § 55040(b)(7) | § 56029. | 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 content:** |
| 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 and the Guidelines regarding what constitutes active participatory courses in physical education and visual 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 limit** | **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 | District policy may permit a student whose prior | 3 s/q total | 3 s/q total | District policy may | Withdrawals and repetitions |
| substandard | enrollment resulted in a substandard grade to re- | enrollments + 1 | enrollments. | permit only the first two | to alleviate substandard |
| academic work | enroll in the same course. Substandard academic | s/q more | § 58161(c) | substandard grades to | academic work count towards |
| §§ 55040(b)(2), | grades include the grading symbols D, F, FW, NP, | enrollment | be excluded in | the student’s limit and the |
| 55042 | or NC (as defined in section 55023) recorded on | pursuant to | computing the student’s | apportionment limit. |
| the student’s transcript. | petition. | GPA. |
| § 55042(b) |
| 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 totalenrollments, + 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 probation and dismissal (with a few exceptions).§ 55024(a)(7) | 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 condition etc…) §§ 55024(a)(9), 58509, 55024 (a)(7), (a)(10) and (d) |

# Table 2: Satisfactory Grade NOT Received (Continued)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Explanation** | **Student limit** | **Apportionment limit** | **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 | District policy may permit a student to enroll in | 3 s/q enrollments | 3 s/q enrollments in | District policy may | Under no circumstances may |
| courses offered | variable unit courses as many times as necessary | in that portion of | that portion of the | permit the previous | a portion of a physical |
| on an open- | to complete one time the entire curriculum of the | the course +1 s/q | course | grade and credit in the | education, visual arts, or |
| entry/ open- | course. District policy may **not** permit a student to | more enrollment | § 58161(f)(3) or 4 s/q | portion repeated be | performing arts course be |
| exit basis\* | enroll again in each portion except in very limited | in that portion | enrollments in that | disregarded in | repeated. § 55044(b). See |
| §§ 55040(b)(4), | circumstances. One of those circumstances is | pursuant to | portion of the course | computing student’s | Guidelines for a discussion of |
| 55044 | alleviation of substandard work if authorized by | petition. | if extenuating | GPA. § 55044(c) | other limited circumstances in |
| § 55042. | §§ 55042(b), | circumstances apply. | which a portion of the course |
| 55045 | § 58161(e)(2) | may be repeated. |
| § 55044(a)(1)-(4) |
| Extenuating | District policy may permit a student who has | No specific limit. | +1 s/q enrollment. | District policy may allow | Student must have received a |
| circumstances\* | received a satisfactory or substandard grade to | § 58161(e)(2) | a previous grade and | passing or substandard grade |
| §§ 55040(b)(5), | petition to repeat a course due to an extenuating | credit to be disregarded | on prior enrollment. |
| 55045 | circumstance. See Guidelines for what constitutes | in computing the |
| extenuating circumstances. | student’s GPA. |
| § 55045(b) |
| Occupational work experience\*§ 55040(b)(6) | District policy may permit a student to enroll more than once in an occupational work experience course if the college offers only one course in occupational work experience in a given field and that course is not offered as a variable unit open-entry/open-exit course. | No specific limit; however, see Guidelines for other limits that affect students’ enrollments.§ 55253 | 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) | Occupational work experience and general work experience are distinct types of cooperative work experience. The exception that allows for additional enrollments applies **only** to occupational work.See Guidelines. |

# Table 2: Satisfactory Grade NOT Received (Continued)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Explanation** | **Student limit** | **Apportionment limit** | **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)(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 content:** |
| 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 Limit** | **Apportionment Limit** | **GPA/Credit** | **Other information** |
| 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 | A district may designate a course as repeatable if | See Guidelines. | 4s/6q enrollments, | The grade received each |  |
| required by | repetition of that course is required by CSU | +1s/q if significant | time shall be included |
| CSU or UC for | and/or UC for completion of a bachelor’s degree. | lapse time exception | for calculating GPA. |
| completion of | applies. | § 55041(c) |
| a bachelor’s | §§ 58161(d), |
| degree | 58161(e)(1) |
| § 55041(a)(1) |
| 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 Limit** | **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 content:** |
| 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 Limit** | **GPA/Credit** | **Other info.** |
| 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 learning outcomes for each level or variation. § 55000(*l*) | 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 | If district policy permits students to repeat a | Up to 4s/6q | Same as student | When a course is |  |
| of time | course due to significant lapse of time, all | enrollments. If | limit. | repeated pursuant to |
| §§ 55040(b)(3), | enrollments, including the additional enrollment | student has | § 58161(d) and (e)(1) | significant lapse of time, |
| 55043 | allowed as a result of the significant lapse of | exhausted 4s/6q | the district policy may |
| time, in an active participatory course in physical | enrollments, | allow the previous grade |
| education, visual arts, or performing arts, counts | +1 s/q enrollment | and credit to be |
| toward the total enrollments. | for significant | disregarded in |
| lapse of time can | computing the student’s |
| be permitted. | GPA. § 55043(c) |
| Variable unit | District policy may permit students to enroll in | Up to 4s/6q | Same as student | District policy may |  |
| courses offered | variable unit courses offered on an open- | enrollments; for | limit. | permit the previous |
| on an open- | entry/open exit basis as many times as is | this purpose, | § 58161(d) | grade and credit on that |
| entry/open-exit | necessary to complete the course one time, | enrollments | portion repeated to be |
| basis – physical | except if the course is an active participatory | include each | disregarded in |
| education, | course in physical education, visual arts, or | portion. | computing the student’s |
| visual arts, and | performing arts, in which case each enrollment | GPA. § 55044(c) |
| performing arts | in a portion of the course counts toward the |
| §§ 55040(b)(4), | courses that are related in content limitation. |
| 55044 | § 55040(c) |

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

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