

BP 2225 COURSE REPETITION

References:

Title 5 Sections 55040, 55041, 55042, 55044, and 58161

Students may repeat courses in which substandard grades (less than "C," and including "FW") were earned. The Board of Trustees shall establish reasonable limitations on course repetition as set forth in Administrative Procedure 2225 Course Repetition.

When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history. The most recent grade earned shall be used to compute the GPA.

The Chancellor, in consultation with the District Academic Senate, shall establish procedures to implement this policy.

Date Adopted: December 9, 2008

Revised: May 18, 2010

Revised: September 15, 2015

Revised: April 18, 2023

Formerly: BP 4225

AP 2225 COURSE REPETITION

Reference:

Education Code Section 76244;
Title 5 Sections 55040, 55041, 55042, 55043, 55044, 55253, 56029, and 58161

Students may repeat both Non-Repeatable and Repeatable courses that are current courses within the District according to this procedure.

Non-Repeatable Courses:

Students are permitted to enroll in a non-repeatable course up to three times in order to alleviate substandard academic work. Substandard grades (D, F, FW, NC, and NP) and withdrawals (W) are included in the total attempts; military withdrawals (MW) and Excused Withdrawals (EW) are NOT included. The most recent grade will be the grade calculated into the student's GPA. If a student repeats a course that is not designated as repeatable and receives a satisfactory grade, then the student may not repeat the course again unless there is another provision that allows the repetition. Students must file a "Course Repetition" form to repeat a non-repeatable course.

Repeatable Courses:

Students may not enroll in a repeatable course more than the total number of times listed in the college catalog. If the District is claiming apportionment under Title 5 Section 58161, students may petition for approval to repeat up to a total of 4 times for courses designated as repeatable, including courses in which substandard grades (less than "C," and including "D", "F", "FW," "NP," or "NC") were awarded in one or more enrollments. If the student is repeating the course to alleviate substandard academic work, the District may disregard the first two substandard grades if the student repeats the class two or more times. No more than two substandard grades may be alleviated.

When course repetition occurs, the permanent academic record shall be annotated with an appropriate symbol and in such a manner that all work remains legible, ensuring a true and complete academic history. The most recent grade earned shall be used to compute the GPA.

1. In accordance with BP 2225 Course Repetition:

2225 (A) Repeatable Courses

Admissions & Records will work with the office of Academic Affairs to ensure that all courses published in the college catalog and schedule of classes include information regarding each course's repetition limitations, including the number of times the course may be repeated as set forth in BP 2225 Course Repetition.

When a student has exhausted the maximum allowed number of course attempts, they may petition for approval to repeat a course a final time if extenuating circumstances, consistent with Title 5 Section 55045, justify such repetition.

The following conditions apply to repeatable courses:

1. For those courses that are designated as repeatable, a student may enroll multiple times in the course, but in most cases, the limit will be 4 semester enrollments.
2. Repeatable courses are identified in the college catalog.
3. All grades and units will be used in the computation of the grade point average and earned units, with the following exceptions:
 - a. When a repeatable course is taken and a substandard grade earned, the course may be repeated to alleviate the substandard grade with the most recent grade used in the computation of the grade point average.
 - b. Grades from other repeats will be used in the computation of the grade point average.

Under special circumstances, students may submit a "Course Repetition" form to repeat courses in which a C or better grade was earned. Students may petition for approval to repeat the following courses:

- Courses for which repetition is necessary to meet the major requirements of California State University (CSU) or University of California (UC) for completion of a bachelor's degree;
- Intercollegiate athletics courses; and
- Intercollegiate academic or vocational competition courses. Such courses may be repeated no more than four times for semester courses.

Students are allowed to repeat a course when repetition is necessary to enable that student to meet a legally mandated training requirement or as a result of significant change in industry or licensure standards as a condition of volunteer, licensure, or continued paid employment. Students can repeat such courses any number of times.

Students may also petition for approval to repeat up to a total of four times for active participatory credit courses that are "related in content" as defined in Title 5 Section 55000 or are in physical education, visual arts, or performing arts, including courses in which substandard grades (less than "C," and including "FW," "NP," or "NC") were awarded in one or more enrollments. This limit applies even if the student receives a substandard grade or "W" during one or more enrollment or if a student petitions for repetition for repetition due to extenuating circumstances.

Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for the student for one of the reasons specified in Title 5 Section 56029.

A student may repeat a cooperative work experience program any number of times as long as they do not exceed the limit on the number of units of cooperative work experience set forth in Title 5 Section 55253(a) and listed in the college catalog and schedule of classes; however, the grade received by the student each time will be included in calculations of the student's grade point average. The District shall establish processes and procedures to ensure compliance with the unit limitation and the student's academic record will be annotated accordingly.

2225 (B) Significant Lapse of Time

Students repeating a course due to significant lapse of time shall file a “Course Repetition” form with the Admissions & Records department. Designated staff will ensure that 36 months have elapsed since the last grade was earned before granting the request and that the student has not requested such action previously on the same course. The lapse of time may be less than 36 months if the student’s course repetition is necessary for transfer to another institution of higher education. The student must provide documentation of a recency requirement with the petition.

Students are only required to repeat courses in which a “C” or better grade was earned and where there was a significant lapse of time since the grade was obtained if:

- The District has established a recency prerequisite for a course or program; or
- An institution of higher education to which a student wishes to transfer has established a recency requirement that the student cannot satisfy without repeating the course.

If the District determines that a student needs to repeat an active participatory experience course in physical education, or visual or performing arts, or that is “related in content” as defined in Title 5 Section 55000, due to significant lapse of time, that repetition shall be counted in applying the limit on repetitions, as set forth in Title 5 Section 55040 (c) except that, if the student has already exhausted the number of repetitions permitted under subdivision (c), an additional repetition due to significant lapse of time may be permitted or required by the District.

Permission to repeat a course based on a significant lapse of time can only be allowed once. The first grade and corresponding unit credit will be disregarded when computing the student’s GPA.

2225 (C) Course Repetition – Variable Units

The District may permit a student to repeat a portion of a variable unit open-entry/open exit course. Students may enroll in a variable unit open entry/open exit course as many times as necessary to complete the entire curriculum of the course one time as described in the course outline of record. The District shall establish processes and procedures that allow a student to enroll in an open entry/open exit class until the student has completed the curriculum of the course.

Each time a student enrolls in a physical education activity course offered on an open entry/open exit basis, regardless of the number of units for which the student enrolls, the enrollment shall count as a repetition of the course. When course repetition of a portion of a course is permitted under these circumstances, the previous grade and unit credit will be disregarded in computing the student’s GPA.

A student may not enroll in a variable unit open-entry/open exit active participatory course in physical education, visual arts, or performing arts more than one time unless:

- i. The course is required for legally mandated training due to “significant change in industry standards”. Students repeating a course due to “legally mandated training” shall file a “Course Repetition” form with the Admissions & Records department. The student must provide documentation proving the course

repetition is necessary due to significant changes in industry or licensure standard. Students may repeat the course, for credit, any number of times, regardless of whether substandard work was previously recorded and the grade and unit credit shall be included each time for the purpose of calculating the student's GPA.

- ii. The course is a special class for students with disabilities which needs to be repeated (Title 5 Section 56029)

Student with disabilities courses may be allowed additional course repetitions as determined by the Director of Disabled Students and Programs when verified that such repetition is required as a disability-related accommodation for this type of special course. Documentation must be provided. The student's academic record will be annotated to disregard the previous grade and prior credit shall be disregarded in the computation of grade point averages each time the student repeats a course.

- iii. Repetition of the course is justified by extenuating circumstances (Title 5, Section 55045)

Students requesting a fourth attempt due to "extenuating circumstances" shall file a "Course Repetition" form with the Admissions & Records department. Designated staff will ensure that the extenuating circumstances are verified cases of accidents, illness, or other life changing events beyond the control of the student, and that a petition for extenuating circumstances has not been previously approved. The student's academic record will be annotated to disregard previous grade and unit credit and shall reflect that the most recent grade is calculated into the student's GPA.

Students may not file a petition for "extenuating circumstances" to eliminate a substandard grade or withdrawal in one of the allowable course repetitions for activity courses. The college catalog and schedule of classes shall list the course repetition limit for all activity courses in physical education, and visual and performing arts courses in music, fine arts, theater or dance. The District shall establish processes and procedures to ensure compliance with the unit limitation of each activity course, and the student's academic record will be annotated accordingly.

- iv. The student wishes to repeat the course to alleviate substandard work (Title 5, Section 55042). The District shall establish processes and procedures to allow two course enrollments with a substandard grade or withdrawal notation for all appropriate courses. Students attempting to enroll in the course for a third time shall file a "Course Repetition" form with the Admissions & Records department.

The college catalog and schedule of classes will reflect each course's repetition limit. The student's academic record will be annotated to disregard previous grade and unit credit for each of the two allowable repetitions and shall reflect that the most recent grade is calculated into the student's GPA. No more than two grades will be alleviated.

2. In accordance with BP 2225, for courses taken or repeated at external accredited colleges and universities, the most recent grade earned in the repeated course will be used to

compute an adjusted cumulative grade point average (GPA). The adjusted cumulative GPA will be used in determining eligibility for the cumulative GPA requirement for the Associate in Arts degree, Associate in Science degree, Associate for Transfer degree and occupational certificates. Once the courses, units, and grades from another accredited college or university are posted to the student's permanent record, they cannot be removed.

- a) All external courses will be included in the student's cumulative units, grades, and grade points.
- b) RCCD will honor prior coursework repetition actions by other accredited colleges and universities.
- c) A student may petition to have substandard coursework at RCCD alleviated by equivalent coursework completed at an external accredited college or university and be used to determine RCCD academic standing.
- d) A student's substandard coursework at an external college or university will not be alleviated on a RCCD transcript with RCCD coursework.
- e) All coursework taken at an accredited college or university will count towards unit totals, degree or certificate requirements, CSU Breadth and UC IGETC requirements, where applicable and appropriate.

A Request for Course Repetition is required and can be obtained online or from the college Admissions offices and from the offices of the Dean of Instruction at the three colleges. Requests are approved or denied by a Dean of Instruction, or designee.

Students may repeat courses under the courses Repetition Policy, however students must check with financial aid to see how repeating courses may affect financial aid eligibility.

Nothing in these procedures shall conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors or with Title 5 or District procedures relating to retention and destruction of records.

Administrative Approval: March 29, 2010
(Replaces Riverside CCD Regulation 5050)
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