



AP 4225 Course Repetition for Credit Courses

References:

Title 5 Sections 55040, 55041, 55042, 55043, 55044, 55045 and 58161

Course Repetition for Credit Courses and Academic Records

1. Courses that are repeated shall be recorded on the student's permanent academic record using an appropriate symbol.
2. Annotating the permanent academic record shall be done in a manner that all coursework remains legible, ensuring a true and complete academic history.
3. The Office of Instruction shall 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 required by Title 5 Section 55041.
4. When a credit 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, except if the course is repeated pursuant to another section of this procedure that allows the previous grade(s) to be disregarded.

Repeatable Courses

5. When a student repeats a course designated as repeatable to alleviate substandard academic work (a "D," "F," "FW," "NP," or "NC"), the previous grade and credit shall be disregarded in the computation of the grade point averages. No more than two substandard grades per course may be alleviated.

Nonrepeatable Courses

6. The Student Information System shall be programmed to allow two course enrollments with a substandard grade or withdrawal notation for all nonrepeatable courses. Students attempting to enroll in the course for a third time shall file a "Course Repeat Petition" with the Admissions & Records department. The petition shall direct students to watch a video

outlining how to successfully repeat a college course. The student must include the code at the end of the video with the petition and submit it for approval.

7. 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.

Significant Lapse of Time

8. Students repeating a course due to "significant lapse of time" shall file a "Course Repeat Petition" 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.
9. The designated staff member will also verify the course must be repeated due to:
 - a. a recency prerequisite established by the course curriculum; or,
 - b. a recency requirement as established by a transfer institution.
10. The previous grade and corresponding unit credit will be disregarded when computing the student's GPA.

Variable Unit Courses

11. The District may permit a student to repeat a portion of a variable unit course. Students may enroll in a variable unit 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 program the Student Information System to allow a student to enroll in an open entry/open exit class until the student has completed the curriculum of the course one time.
12. 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.

Extenuating Circumstances

13. Students requesting an additional attempt, beyond the maximum allowable repetitions of a course, due to "extenuating circumstances" shall file a "Course Repeat Petition" 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.

14. 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 Student Information System will be programmed to ensure compliance with the unit limitation of each activity course, and the student's academic record will be annotated accordingly.

Courses for Students with Disabilities

15. Students with disabilities may be allowed additional course repetitions in identified courses for students with disabilities upon approval by the Director of the Academic Accommodation Center. The student's academic record will be annotated to disregard previous grade and unit credit each time the student repeats a course.

Legally Mandated Training

16. Students repeating a course due to "legally mandated training" shall file a "Course Repeat Petition" with the Admissions & Records department. The student must provide documentation proving the course repetition is necessary due to a legal mandate from their continued or volunteer employment.

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.

Significant Change in Industry or Licensure Standards

17. Students repeating a course due to "significant change in industry standards" shall file a "Course Repeat Petition" with the Admissions & Records department. The student must provide documentation proving the course repetition is necessary for employment or licensure as a result of 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. The grade and unit credit shall be included each time for the purpose of calculating the student's GPA.

Limitations on Active Participatory Courses

18. The District may not permit student enrollment in active participatory courses, as defined in Title 5 Section 55000, in physical education, visual arts or performing arts that are related in content, as defined in section 55000, more than four times. This limitation applies even if a student receives a substandard grade or “W” during one or more of the enrollments in such a course or petitions for repetition due to extenuating circumstances as provided in section 55045.

External Coursework, Repetition, and Grade Alleviation

19. Students who would like to include the units from external accredited colleges and universities must submit an “Inclusion of External Coursework” form. 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. College of the Canyons will honor prior coursework repetition actions by other accredited colleges and universities.
 - c. A student’s substandard coursework at College of the Canyons will not be alleviated by coursework completed at an external college or university. Nor will external courses be used to determine COC academic standings.
 - d. A student’s substandard coursework at an external college or university will not be alleviated on a College of the Canyons transcript with College of the Canyons coursework.
 - e. All coursework taken at an accredited college or university will count towards unit totals, degree or certificate requirements, CSU Breadth and/or UC IGETC and/or Cal-GETC requirements, where applicable and appropriate.

Limitations on Apportionment

20. The CCFS-320 Attendance Accounting report shall be modified to include all apportionment limits identified in Title 5 Section 58161.

Reviewed by CPC: 05/20/2025

Newt Review Date: Spring 2031