



ADMINISTRATIVE PROCEDURES

No. 4225.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

COURSE REPETITION

Definition of Course Repetition

A course repetition occurs when a student who has previously received an evaluative symbol (i.e. A, A-, B+, B, B-, C+, C, D+, D, D-, F, W, P/NP, CR/NC, RD, I) in a credit course, re-enrolls in that course and receives an evaluative symbol OR attempts a course and receives an evaluative or non-evaluative symbol for the course (i.e. A, A-, B+, B, B-, C+, C, D+, D, D-, F, W, P/NP, CR/NC, RD, I) and wishes to enroll again in the same course. All course attempts in a student's academic record count toward this enrollment limitation.

Course Repetition to Alleviate Substandard Work

If a student receives a grade of D, F, NC, NP, or W in a course that is not designated as repeatable the student may repeat the course to improve the grade; however, the listing of the original grade will remain on the student's permanent record. A student may repeat a course no more than two times (three enrollments total) unless there is another provision that allows the repetition. When a student has repeated courses to alleviate substandard coursework, the first two substandard grades may be excluded in computing the student's grade point average (GPA). The course repetition will be annotated on the transcript and all work will remain legible insuring a true and complete academic history. The repetition of course policy, applies to courses taken in other accredited colleges or universities and similar policies at other colleges and universities will be honored.

Course Repetition for Satisfactory Work

If a student completes a course that is not designated as repeatable and receives a satisfactory grade (i.e., A, A-, B+, B-, C+, C, P), the student may not repeat the course unless there is another provision that allows the repetition as defined below:

Repeatable Courses

Courses designated as repeatable are identified in the college catalog and shall include the number of times a course may be repeated. Courses may be deemed repeatable if they meet one of the following exceptions:

1. Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree. The District shall retain supporting documentation that verifies that the repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree;
2. Intercollegiate athletics courses in which a student athlete is enrolled to participate in an organized competitive sport sponsored by the District, or a conditioning course which supports the organized competitive sport; and
3. Intercollegiate academic or vocational competition courses designed specifically for participation in non-athletic competitive events between students from different

colleges and sanctioned by a formal collegiate or industry governing body. The participation in the event must be directly related to the course content and objectives.

Enrollment in these courses is limited to no more than four times, even if the student receives a substandard grade or W during one or more of the enrollments.

Course Repeats Within Subject Families

Course Families are established by the Curriculum Committee, and identified in the college catalog, for active participatory courses in physical education/kinesiology and visual or performing arts with similar educational activities. Although a course cannot be repeated, a student may attempt up to four courses in a subject family. This limitation applies even if the student receives a substandard grade (i.e., D+, D, D-, F, NP, NC) or a W. Enrollment limitations are monitored district wide for a subject family.

Course Repetition for Extenuating Circumstances

Students may petition the Office of Admissions and Records to repeat a course whether the grade was substandard, passing or a withdrawal. 'Extenuating circumstances' are defined as verified cases of accidents, illness, or other circumstances beyond the control of the student. Upon completion of the repeated course, the previous grade and units awarded shall be disregarded in computing the student's grade point average (GPA). All coursework on the student's permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.

Course Repetition for Legally Mandated Courses

Students may petition the Office of Admissions and Records to repeat a course determined to be legally mandated by statute or regulation as a condition of paid or volunteer employment regardless of whether substandard academic work has been recorded. Such courses may be repeated for credit any number of times, provided the student submits documentation of the required legal mandates.

Course Repetition as a Result of a Significant Change in Industry or Licensure Standards

Students may petition the Office of Admissions and Records 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 employment or licensure. Such courses can be repeated for credit any number of times provided the student submits documentation of the significant change in industry or licensure standards necessitating course repetition.

Course Repetition for Students with Verified Disabilities Repeating a Special Class

A student with a verified disability may repeat a special class designated for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for that student for one of the reasons specified in Title 5, Section 56029. When a student with a disability repeats a class, the previous grade and credit shall be included in computing the student's grade point average (GPA).

Special classes are those instructional activities designed to address the educational limitations of students with disabilities who would be unable to substantially benefit from regular classes even with appropriate support services or accommodations as set for in Section 56028.

Course Repetition for Significant Lapse of Time

Students may petition the Office of Admissions and Records to repeat a course one time due to a significant lapse of time (at least three years) since a satisfactory passing grade was received in order to satisfy a District recency requirement or the recency requirement of another institution of higher education to which the student seeks to transfer.

Upon completion of the repeated course, the previous grade and units shall be disregarded in computing the student's GPA. All coursework on the student's permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.

Course Repetition for Cooperative Work Experience Education

A student may repeat an occupational work experience course in a given field any number of times so long as the student does not exceed 16 units in any combination of cooperative work experience (general or occupational) during community college attendance. All grades and units received for each enrollment shall be included in computing the student's grade point average (GPA).

Course Repetition for Variable Unit Courses

A student may enroll in a variable unit course as many times as necessary to complete one time the entire curriculum and unit value of the course. However, a student may not repeat any portion of a variable unit course that has already been completed and evaluated.

Multiple and Overlapping Enrollments

Students may not enroll in two or more sections of the same credit course during the same term. In the case of short courses, students may enroll in multiple sections of the same credit course in a given term so long as the enrollments do not overlap and meet all other provisions for course repetition.

Students may petition the Office of Admissions and Records to enroll in overlapping courses during the same term when the overlap will not exceed eight (8) hours. The proposed overlap must include a contract to make up the hours missed as agreed to be the instructor of record. Petitions which exceed eight (8) hours, or do not provide a contract which provides documentation of the make-up time, shall be denied.

References: Education Code Section 76224
 Title 5 Sections 55041, 55042, 55043, 55253, 56029, and 58161