AP 4225  COURSE REPETITION

References:

Education Code Section 76224;
Title 5, Sections 55040-55043, 55253 and 56029

Course Repetition to Alleviate Substandard Academic Work

A student may repeat a course in an effort to alleviate substandard academic work. Students may repeat up to a total of two times in which substandard grades (less than “C”, and including “FW”, “NP”, or “NC”) were awarded, except in limited circumstances as described below. Students do not need to petition for a first repeat of a course; for a second repeat of a course, students must petition the Academic Records and Standards Committee for approval.

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 except in limited circumstances as described in the “Course Repetition Due to Special Circumstances” section below.

If a student repeats the course and receives another substandard grade, the student may repeat the course one additional time in an effort to alleviate substandard work. A student may petition the Academic Records and Standards Committee to repeat a course for which three substandard grades have been assigned, provided apportionment is not claimed pursuant to Title 5 Section 58161. No more than two substandard grades may be excluded in computing the student’s GPA if the student repeats the class two or more times.

If a student repeats a course to alleviate substandard academic work, grade and credit will be included when calculating a student’s grade point average, as long as the student is not allowed additional repetitions for more than three semesters.

Course Repetition Due to Special Circumstances

Circumstances under which students may either repeat a course more than two times to alleviate substandard grades or repeat courses in which a “C” or better grade was earned:

- Disabled Student Programs And Services: Students with disabilities who are registered with the College’s Disabled Student Programs and Services (DSPS) department, 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 these reasons specified in Title 5, Section 56029:
When continuing success of the student in other general and/or special classes is dependent on additional repetitions of a specific special class;

b. When additional repetitions of a specific special class are essential to completing a student’s preparation for enrollment into other regular or special classes; or

c. When the student has a student educational contract which involves a goal other than completion of the special class in question and repetition of the course will further achievement of that goal.

- **Military Service:** A student who is a member of an active or reserve United States military service and who receives orders compelling a withdrawal from courses shall be permitted to withdraw upon verification of such orders. A withdrawal symbol of “MW” will be assigned on the student’s transcript and the student receiving such a symbol shall be allowed to repeat.

- **Cooperative and Occupational Work Experience:** Students may earn up to a total of 16 semester credit hours in cooperative work experience education subject to the following limitations:
  
a. Repetition of cooperative work experience education courses is limited to a maximum of six semester credit hours in general work experience education during one enrollment period.
  
b. A maximum of eight credit hours may be earned during one enrollment period in occupational work experience education.

If only one course in occupational work experience is offered in a given field and the course is not a variable unit open-entry/open-exit course, a student is allowed to repeat that course any number of times as long as the student does not exceed the limits on the number of units of cooperative work experience as outlined above. Attendance of a student repeating a cooperative work experience course pursuant to Title 5, Section 55253(a) may be claimed for state apportionment.

- **Legally Mandated Training Requirement:** Students may repeat a course any number of times where it is required for a student to meet a legally mandated training requirement as a condition of continued volunteer or paid employment. Students can repeat such courses any number of times, regardless of whether the student recorded substandard work.

- **Employment or Licensing Requirement:** Students may petition to repeat a course needed for employment or licensure because of a significant change in industry or licensure standards. Students may take these courses any number of times.

- **Significant Lapse of Time:** A student may repeat a course in which a grade of “C” or better was received after a significant lapse of time, per AP 4228 titled Course Repetition - Significant Lapse of Time.
• **Extenuating or Extraordinary Circumstances:** In cases where extenuating or extraordinary circumstances exist, course repetition shall be allowed. Extraordinary circumstances are those which would justify the District providing the student a refund. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student.

**Repetition and Academic Records**

When a course is repeated the District shall disregard the previous grade and credit in computing the student's GPA and include the most recent grade and credit when calculating a student’s grade point average.

Courses that are repeated shall be recorded on the student’s permanent academic record using an appropriate annotation.

Annotating the permanent academic record shall be done in a manner so that all work remains legible, ensuring a true and complete academic history.

Students may use an equivalent course from an accredited college or university to replace a Cerritos College course in which a substandard grade was recorded, if earned subsequent to the substandard grade at Cerritos College. The student must petition the Academic Records and Standards Committee to record the change. The grade received will be calculated in the Cerritos GPA.

The College may honor the prior course repetition actions of other accredited colleges and universities in determining acceptance of credits, subject to student petition, and approval by, the Academic Records and Standards Committee.

Nothing can conflict with Education Code, Section 76224 pertaining to the finality of grades assigned by instructors, or with Title 5 or administrative procedures relating to retention and destruction of records.

See also AP 5075 titled Course Adds and Drops, AP 5013 titled Students in the Military, AP 4227 titled Repeatable Courses, AP 4228 titled Course Repetition – Significant Lapse of Time, and AP 4229 titled Course Repetition – Variable Units.

**Date Adopted:** August 15, 2007  
**Dates Revised:** February 20, 2008; May 20, 2009; November 28, 2011; October 14, 2013