VCCCD Administrative Procedure Manual

Section

Chapter 4 Academic Affairs

Title

AP 4227 ~~COURSE REPETITION ABSENT SUBSTANDARD ACADEMIC WORK~~ Repeatable Courses

Number

AP 4227

Status

Active

Legal

[Title 5, Section 58161](http://weblinks.westlaw.com/result/default.aspx?action=Search&cfid=1&cnt=DOC&db=CA%2DADC&eq=search&fmqv=c&fn=%5Ftop&method=TNC&n=1&origin=Search&query=CI%28%225+CA+ADC+S+58161%22%29&rlt=CLID%5FQRYRLT8933315913266&rltdb=CLID%5FDB625215913266&rlti=1&rp=%2Fsearch%2Fdefault%2Ewl&rs=GVT1%2E0&service=Search&sp=CCR%2D1000&srch=TRUE&ss=CNT&sskey=CLID%5FSSSA325215913266&tempinfo=FIND&vr=2%2E0)

[Title 5, Section 56029](http://weblinks.westlaw.com/result/default.aspx?action=Search&cfid=1&cnt=DOC&db=CA%2DADC&eq=search&fmqv=c&fn=%5Ftop&method=TNC&n=1&origin=Search&query=CI%28%225+CA+ADC+S+55253%22%29&rlt=CLID%5FQRYRLT70519325813266&rltdb=CLID%5FDB88254325813266&rlti=1&rp=%2Fsearch%2Fdefault%2Ewl&rs=GVT1%2E0&service=Search&sp=CCR%2D1000&srch=TRUE&ss=CNT&sskey=CLID%5FSSSA77254325813266&tempinfo=FIND&vr=2%2E0)

[Title 5, Section 55253](http://weblinks.westlaw.com/result/default.aspx?action=Search&cfid=1&cnt=DOC&db=CA%2DADC&eq=search&fmqv=c&fn=%5Ftop&method=TNC&n=1&origin=Search&query=CI%28%225+CA+ADC+S+55253%22%29&rlt=CLID%5FQRYRLT70519325813266&rltdb=CLID%5FDB88254325813266&rlti=1&rp=%2Fsearch%2Fdefault%2Ewl&rs=GVT1%2E0&service=Search&sp=CCR%2D1000&srch=TRUE&ss=CNT&sskey=CLID%5FSSSA77254325813266&tempinfo=FIND&vr=2%2E0)

[Title 5, Section 55045](http://weblinks.westlaw.com/result/default.aspx?action=Search&cfid=1&cnt=DOC&db=CA%2DADC&eq=search&fmqv=c&fn=%5Ftop&method=TNC&n=1&origin=Search&query=CI%28%225+CA+ADC+S+55045%22%29&rlt=CLID%5FQRYRLT5462595713266&rltdb=CLID%5FDB60869585713266&rlti=1&rp=%2Fsearch%2Fdefault%2Ewl&rs=GVT1%2E0&service=Search&sp=CCR%2D1000&srch=TRUE&ss=CNT&sskey=CLID%5FSSSA1885585713266&tempinfo=FIND&vr=2%2E0)

[Title 5, Section 55042](http://weblinks.westlaw.com/result/default.aspx?action=Search&cfid=1&cnt=DOC&db=CA%2DADC&eq=search&fmqv=c&fn=%5Ftop&method=TNC&n=1&origin=Search&query=CI%28%225+CA+ADC+S+55042%22%29&rlt=CLID%5FQRYRLT30234393313266&rltdb=CLID%5FDB37579383313266&rlti=1&rp=%2Fsearch%2Fdefault%2Ewl&rs=GVT1%2E0&service=Search&sp=CCR%2D1000&srch=TRUE&ss=CNT&sskey=CLID%5FSSSA96579383313266&tempinfo=FIND&vr=2%2E0)

[Title 5, Section 55041](http://weblinks.westlaw.com/result/default.aspx?action=Search&cfid=1&cnt=DOC&db=CA%2DADC&eq=search&fmqv=c&fn=%5Ftop&method=TNC&mt=Westlaw&n=1&origin=Search&query=CI%28%225+CA+ADC+S+55041%22%29&rlt=CLID%5FQRYRLT56412563213266&rltdb=CLID%5FDB75116563213266&rlti=1&rp=%2Fsearch%2Fdefault%2Ewl&rs=GVT1%2E0&service=Search&sp=CCR%2D1000&srch=TRUE&ss=CNT&sskey=CLID%5FSSSA51116563213266&sv=Split&tempinfo=FIND&vr=2%2E0) et seq.

Title 5, Section 55000(l)

Title 5, Section 55040

Title 5, Section 55252

Title 5, Section 55252

Adopted

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Under special circumstances, students may repeat courses in which a C/P or better grade was earned, or regardless of whether substandard academic work has been recorded.

**Legally Mandated Training Requirement**
Students are allowed to repeat a course when repetition is necessary to enable that student to meet a legally mandated training requirement as a condition of continued volunteer or paid employment.  Students may repeat such courses any number of times, even if they received a grade of C/P or better; however, the grade received by the student each time will be included in calculations of the student’s grade point average.  Students will be required to certify the legally mandated training requirement for their continued volunteer or paid employment status.

The term “legally mandated” is interpreted to mean “required by statute or regulation,” and excludes administrative policy or practice.

Legally mandated training courses will conform to all attendance accounting, course approval, and other requirements imposed by applicable provisions of law.

The attendance of students in legally mandated training may be claimed for state apportionment without limitation.

**Courses Designated as Repeatable**
~~Repeatable courses will be so designated in the colleges’ catalogs.  Courses that are designated as repeatable include:

A course may be designated as repeatable if it meets the following criteria:~~

* ~~The course content differs each time it is offered, or~~
* ~~The course may qualify as an activity course where the student meets course objectives by repeating a similar primary educational activity and gains an expanded educational experience each time the course is repeated because:
a)  Skills or proficiencies are enhanced by supervised repetition and practice within class periods; or
b)  Active participatory experience in individual study or group assignments is the basic means by which learning objectives are obtained.~~
* ~~Activity courses which may qualify as repeatable courses meeting the requirements of paragraph (2)(B) of this subdivision include, but are not limited to the following:
a)  Physical education courses; or
b)  Visual or performing arts courses in music, fine arts, theater or dance.~~

~~Courses designated as repeatable shall be identified in the college catalog. The District will devise and implement a mechanism for the proper monitoring of such repetitions, including the determination and certification that each identified course meets the criteria specified in Title 5, Section 55041c.

Students may enroll in courses that have been designated as repeatable for not more than four semesters.  For purposes of this administrative procedure, summer or other intercessions count toward the maximum number of repetitions allowed. When a course is repeated pursuant to this section, the grade received each time will be included in the calculations of grade point average.

Where the colleges establish several levels of courses which consist of similar educational activities, repetition limitations applicable to this section apply to all levels of such courses.  (Example:  PE 1A, PE 1B and PE 1C may be taken in any combination a maximum of four times.)  Visual and performing arts courses in music, fine arts, theater, or dance, which are part of a sequence of transfer courses are not subject to this limitation.

The attendance of students in credit activity courses may be claimed for apportionment for a maximum of four semester enrollments inclusive of summer and other intercessions.  This limitation applies even if the student receives a substandard grade for one or more of the enrollments in such a course or petitions for repetition due to special circumstances as defined herein and by Title 5, Section 55045.~~

Courses that can be repeated will be so designated in the colleges’ catalogs. ~~A course may be designated as repeatable if it meets the following criteria:~~The three types of courses that may designated as repeatable;

1. Repetition of a course Is necessary to meet the major requirements of California State University (CSU) or University of California (UC) for completion of a bachelor's degree (supporting documentation required)

Certain CSU or UC campuses may require students to repeat a specified course as part of the requirements for a specific major. Once the course is properly designated as repeatable, then any student eligible to enroll in that course can enroll in that course multiple times. While the particular course may require the student to meet other eligibility requirements, such as an applicable prerequisite or corequisite, the student does not have to intend to transfer to UC or CSU to enroll in a course that has been properly designated as repeatable.

1. Intercollegiate Athletics course

Intercollegiate athletic courses are limited to the following:

• those courses in which student athletes are enrolled to participate in an organized competitive sport sponsored by the district, or

• a conditioning course which supports the organized competitive sport. (§ 55000(q).)
These types of courses are intended to be narrowly construed, meaning the course is either the one that the athlete must be enrolled in to participate in the sport that is sponsored by the district or the course that is devoted to conditioning the athlete to safely participate in the competitive sport.

1. Intercollegiate academic or vocational competition course

Intercollegiate academic or vocational competition courses are very narrowly defined as courses that meet the following criteria:

• the course must be designed **specifically** for participation in non-athletic competitive events,

• the competition must be between students from different colleges,

• the competition must be sanctioned by a **formal** collegiate or industry governing body, **AND**

• the participation in the event must be directly related to the course as specified in the course content and objectives pursuant to subdivisions (a) or (b) of section 55002.

Courses designated as repeatable shall be identified in the course descriptions in the college catalog. The district will devise and implement a mechanism for the proper monitoring of such repetitions, including the determination and certification that each identified course meets the criteria specified in Title 5 Section 55041c., 58161, , 55041(a)(1), 55041(a)(2), 55041(a)(3).

Students may enroll in courses that have been designated as repeatable for not more than four semesters. For purposes of this administrative procedure, summer or other intersessions count toward the maximum number of repetitions allowed. For purposes of this administrative procedure, withdrawals count toward the maximum number of repetitions allowed. When a course is repeated pursuant to this section, the grade received each time will be included in the calculations of grade point average.

Where the colleges establish levels of courses that are related in content (e.g. families of courses that consist of 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) enrollment is limited to a maximum of four times inclusive of "W" grades.

The attendance of students in credit activity courses may be claimed for apportionment for a maximum of four semester enrollments inclusive of summer and other intersessions. This limitation applies even if the student receives a substandard grade, or a "W" grade, for one or more of the enrollments in such a course or petitions for repetition due to special circumstances as defined herein and by Title 5 Section 55045.

**Repetition of Special Classes for Students with Disabilities**
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.  Such determination will generally be provided by a qualified instructor or academic counselor.  The individualized determination must verify one of the following conditions:

* The success of the student in other general and/or special classes is dependent on additional repetitions of the specific special class in question;
* Additional repetitions of the special class in question are essential to completing the student’s preparation for enrollment into other regular or special classes; or
* 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.

The attendance of a student with a disability may be claimed for state apportionment each time the student repeats a special class as a disability-related accommodation which is justified by one of the circumstances noted above.  When a grade is received pursuant to this section, the grade received each time will be included in the calculations of grade point average.

**Repetition of Cooperative Work Experience Education Courses**

Students are allowed to repeat a cooperative work experience course if a college only offers one course in cooperative work experience.  Where only one work experience course is offered, students may be permitted to repeat this course any number of times as long as they do not exceed the limits on the number of units of cooperative work experience set forth in Title 5, Section 55253(a), 55252(a), and 55252 (b).

Occupational work experience and general work experience are types of cooperative work experience. (§ 55252.) Occupational work experience “is supervised employment extending classroom occupational learning at an on-the-job learning station relating to the students’ educational or occupational goal.” (§ 55252(b).) General work experience, on the other hand, does not have to be related to the students’ education goals but is supervised employment that helps the student acquire “desirable work habits, attitudes and career awareness.” (§ 55252(a).)

**Significant Change in Industry or Licensure Standards:** 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.

See AP 4225 for information on course repetition to alleviate student coursework.