

**CITRUS COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS**

AP 4225 COURSE REPETITION

References: Education Code Section 76224:
Title 5 Sections 55040, 55041, 55042, 55253, and 56029

When 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 repetition.

When a student with a disability repeats a class, the previous grade and credit shall be disregarded in computation of grade point averages.

Nothing can 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.

A student may not repeat a course in which the student received a grade of C or better, with the following exceptions:

- The course description in the college catalog states that the course may be repeated for credit.
- A student may petition to repeat a course once where it has been determined by the college that there has been a significant lapse of time since the student previously took the course. The units and grade points of the first enrollment in the course shall be used in computing the student's grade point average at Citrus College and the permanent academic record shall be so annotated.
- When repetition is necessary to enable that student to meet a legally mandated training requirement as a condition of volunteer or paid employment. The grade received by the student each time will be included in computing the student's grade point average.
- Students may repeat activity courses where the course objectives are met by repeating a similar primary educational activity and an expanded educational experience occurs each time the course is repeated for the following reasons: The student's skills or proficiencies will be enhanced by supervised repetition and practice within class periods, and active participatory experience in individual study or group assignments is the method to learn the objectives. Examples of activity courses that qualify as repeatable courses include physical education courses and courses in music, fine arts, theater, and dance. Absent substandard academic work, courses may not be repeated for more than three semesters, including summers and intersessions.

- 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.

Students may repeat a course once when a “D”, “F”, “FW”, “NC”, “NP”, or “W” has been earned. When a student repeats a class to alleviate substandard academic work, the previous grade and credit shall be disregarded in the computation of grade point average. The student shall not be allowed additional repetitions during the three semesters following the previous repetition. The permanent academic record shall be annotated in such a manner that all work (including the original course grade) remains legible.

To take the course a third time, a student must file a petition and receive approval. The petition will be considered only if the withdrawal or substandard grade on the second attempt was the result of extenuating circumstances. Extenuating circumstances shall be defined as verified cases of accident, illness or other circumstances beyond the control of the student. When the course is repeated, the units and grade points of the higher grade only shall be used in computing the student’s grade point average at Citrus College, and the permanent academic record shall be annotated in such a manner that all work (including the original course grades) remains legible.

A student may repeat a course at another accredited college to alleviate a final grade of “D”, “F”, “FW”, or “NC” earned at Citrus College. The student shall file a petition and verify the grade with an official college transcript. The units and grade points of the higher grade only shall be used in computing the student’s grade point average at Citrus College, and the permanent academic record shall be annotated in such a manner that all work (including the original course grade) remains legible.

Courses that are repeated shall be recorded on the student’s permanent academic record using an appropriate symbol. Annotating the permanent academic record shall be done in a manner that all work remains legible, ensuring a true and complete academic history. Nothing herein shall be construed in such a way that it conflicts 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.

Board Approved 02/02/10
Revised 05/01/12