

**COURSE REPETITION**

<b>AP No.</b> <b>4225</b>
------------------------------

Board Reviewed: 3/10/10; 6/12/13; 5/9/18

Page 1 of 3

- I. Course repetition occurs when a student who has previously received an evaluative symbol (A, B, C, D, F, P/NP) or non-evaluative symbol (W, MW) in a credit course, re-enrolls in that course, and a grade symbol is received.
- II. Students may be permitted an additional enrollment in the same credit course if the course is designated as repeatable, to alleviate a substandard grade, or if there is an exception which permits an additional enrollment. Students are limited to the original enrollment plus two additional enrollments to alleviate a substandard grade.
- III. Course repetition may occur under certain circumstances:
  - A. The course is designated as a “repeatable course” consistent with the requirements of Title 5 §55041. Procedures for “Repeatable Courses” are covered in Administrative Procedure 4227.
  - B. To alleviate substandard work:

Students may repeat courses in which substandard grades (“D”, “F”, “NP”) were awarded. A course in which a student grade of a “D” or “F” or “NP” has been recorded may be repeated twice, or until the student receives a satisfactory grade in that course, whichever comes first. Students must complete a “Petition for Course Repetition with Previous Substandard Grade” form available in Admissions and Records in order to remove the effects of the “D” or “F” or “NP” grade from the GPA. When a student repeats a class to alleviate substandard academic work, the previous grade shall be disregarded in the computation of grade point averages. Students may use course work from any accredited college to replace Rio Hondo College coursework in which a “D” or “F” or “NP” was recorded provided the courses are articulated as being equivalent. (§55042)

Courses designated as “Honors” may be repeated with the non-honors version of the course.
  - C. To enroll in a class from which a student has previously withdrawn:

Students may repeat courses that result in withdrawal with a “W” symbol being assigned. Students may have a maximum of two withdrawals from a course prior to receiving a grade, excluding military withdrawals (MW) and excused withdrawals (EW). The “W” shall not be used in calculating a student’s GPA, but must be used in determining probation and dismissal. (§55024) The “EW” and “MW” are not used in determining probation and dismissal.
  - D. Due to extenuating circumstances:

A student may repeat a course when he/she demonstrates that the previous grade was due to extenuating circumstances. Extenuating circumstances are verified cases of illness, accidents or other circumstances beyond the control of the student.

**COURSE REPETITION**

<b>AP No.</b> <b>4225</b>
------------------------------

Board Reviewed: 3/10/10; 6/12/13; 5/9/18

Page 2 of 3

Student's wishing to repeat a course due to extenuating circumstances must complete a "Course Repetition with Previous "P/C" Grade or Better" form available in Admissions and Records and submit it with documentation of the extenuating circumstances and appropriate signatures and approvals to Admissions and Records.

A course repeated pursuant to Section D may only be repeated once, but the previous grade may be disregarded in computing the student's GPA. (§55045)

- E. Significant lapse of time:  
Students may repeat a course in which they previously received a satisfactory grade due to a significant lapse of time, comprised of no less than 36 months or as required by specific program mandates. In addition, the District must also have established a recency prerequisite for the course, or an institution of higher education to which the student seeks to transfer must have established a recency requirement that applies to the course. The previous grade may be disregarded in computing the student's GPA. (55043)
- F. Variable unit, open-entry/open-exit courses:  
Students may enroll in a variable unit open-entry/open-exit course as many times as necessary to complete the entire curriculum of the course. (55044)
- G. Occupational work experience:  
Students may petition to enroll more than once, even if the student received a satisfactory grade, in an occupational work experience course. The student may not exceed 16 credit hours of cooperative work experience (CWE) or 6 hours of general work experience (GWE) in a given field during the enrollment period. Previous grades shall be included in computing the student's GPA. (§55253)
- H. Legally mandated training:  
Students may re-enroll in courses that are required by statute or regulation as a condition of paid or volunteer employment. The student must certify or document that the course repetition is legally mandated. Previous grades shall be included in computing the student's GPA. (§55040)
- I. Special course for students with disabilities:  
Students may enroll multiple times in classes designated as "special classes" if it is determined that such repetition is required for that person as a

**COURSE REPETITION**

<b>AP No. 4225</b>
------------------------

Board Reviewed: 3/10/10; 6/12/13; 5/9/18

Page 3 of 3

---

disability-related accommodation. The prior grade may be disregarded in computing the student's GPA. (§55040; 56029)

J. Significant change in industry or licensure standards:

Students may petition the District 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 of licensure.

Students must certify or document that there has been a significant change in industry or licensure standards necessitating course repetition. Previous grades shall be included in computing the student's GPA. (§55040)

IV. Enrollments in active participatory courses in physical education, visual arts or performing arts that are related in content are limited to 4 times. This limitation applies even if a student receives a substandard grade or "W" during one or more of the enrollments or petitions for repetition due to extenuating circumstances.

V. When course repetition occurs pursuant to this section, the student's permanent academic record shall clearly indicate any courses repeated using an appropriate symbol and be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

VI. References/Sources:

Title 5 sections 55000, 55024, 55040-55046, 55253, 56029, 58161