

## **Course Repetition**

**AP 4225**

### **Repetition to Alleviate Substandard Work**

When a student repeats a course to alleviate substandard academic work, the previous grade and credit shall be disregarded in the computation of grade point averages as long as the student is not allowed additional repetitions beyond a maximum of two times within the Foothill-De Anza Community College District. This total includes all attempts in which a student has received a “W” or a substandard academic notation. Courses that are repeated shall be recorded on the student’s permanent academic record using an appropriate symbol. All grades and credits earned shall remain legible on the student’s permanent academic record, ensuring a true and complete academic history.

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

This procedure shall not 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.

### **Circumstances under which students may repeat courses in which a C or better grade was earned.**

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 the repetition. Such course repetition requires a finding that circumstances exist which justify such repetition pursuant to sections 55041-55045 of Title 5. Grades awarded for courses repeated under these provisions shall replace the prior grade when calculating the student’s grade point average.

Students are allowed to repeat a course without petition when repetition is necessary to enable that student to meet a legally mandated training requirement as a condition of volunteer or paid employment. Students can repeat such courses any number of times, even if they received a grade of C or better; however, the grade received by the student each time will be included in calculations of the student’s grade point average.

Students are allowed to repeat an occupational work experience course if a college only offers one course in occupational work experience in a given field and that course is not offered as a variable unit open-entry/open-exit course. Where only one work experience course is offered subject to the above conditions, students may 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).

*Foothill-De Anza Community College District  
Administrative Procedures*

*See Board Policy 4225 Course Repetition*

**Title 5:**

Section 55041 – Repeatable Courses

Section 55042 – Repetition to Alleviate Substandard Work

Section 55043 – Significant Lapse of Time

Section 55044 – Repetition of Variable Unit Courses

Section 55045 – Course Repetition Due to Extenuating Circumstances

Section 55253 – College Credit and Repetition

Section 56029 – Special Class Repeatability

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