



Book	Administrative Procedures
Section	Chapter 4: Academic Affairs
Title	Course Repetition
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References: Education Code Section 76224; Title 5, Sections 55040-55045, 55253, 56029, 58161

Students may not enroll in a course more than three times, except in limited circumstances, described below. Enrollments include any combination of withdrawals and repetitions.

Withdrawals

Withdrawn students:

Students who withdraw from courses and receive a non-evaluative symbol such as "W" will only be able to repeat the same course up to three times. This is in conjunction with any other attempt at the same course within the District regardless of when the student previously enrolled in the course. The student may submit a petition to the Academic Integrity Committee at Yuba College or the Student Success Committee at Woodland Community College for an additional repeat of the course.

The student record will accurately reflect each attempt. The "W" shall not be used in the computation of the grade point average; however, it shall be used in determining probation and dismissals of students within the District.

Military withdrawal:

Military withdrawal occurs when a student who is a member of the armed forces of an active or reserve United States military service receives orders compelling him/her to withdraw from courses. Upon verification of such orders, an "MW" withdrawal symbol may be assigned indicating such action and no further notation is to be taken toward probation or dismissal. An "MW" is not counted as substandard academic work, nor does it count as one of the repeats.

Repetitions

Repetition of courses with substandard academic work:

Students may repeat a course for which they earned a substandard grade. For the purpose of course repetition and all other grade-related issues, substandard academic work shall be defined as meaning course work for which the student has earned an evaluative "D", "F", "NC", or "NP" grade as defined in Title 5 and which have been recorded on their academic record. A student may only take a course three times through a combination of substandard academic work and withdrawals (W) on their student record.

If a student, through a combination of substandard academic work (D, F, NP or NC) and withdrawals (W), wishes to take a course for the fourth time, the student may submit a petition to the Academic Integrity Committee at Yuba College or the Student Success Committee at Woodland Community College for an additional repeat.

Upon completion of the repeated course, the best grade earned will be computed in the cumulative grade point average. The lower grade will remain on the academic record, but will be coded with a symbol indicating the course has been repeated and will be disregarded in the computation of the grade point average. The student's academic record will be notated so that all work remains legible, insuring a true and complete academic history.

A student who has completed a course with a substandard grade at another accredited college or university may repeat the

equivalent course in the Yuba Community College District. If successfully completed, the student may petition to have the substandard grade and units disregarded in the transfer totals from that other college.

Repetition of courses with a non-substandard grade:

Non-substandard academic work shall be defined as meaning course work for which the student has earned an "A", "B", "C", "CR", or "P" grade. A course in which a grade of "C" or better was earned may be repeated only when extenuating circumstances exist which justify such a repetition. Reasons for justification of these repeats include: significant lapse in time (no less than 36 months), change in technology, verifiable recertification/training requirements, significant change in industry or licensure requirements, or other justifiable reasons.

The student may submit a petition to the Academic Integrity Committee at Yuba College or the Student Success Committee at Woodland Community College for approval. Upon completion of the repeated course, the course and grade will be listed on the academic record, but will be notated so the grade and units will not count. The original grade remains on the records and is calculated for the grade point average.

Legally mandated training:

Course repetition is allowed when the repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. Such courses may be repeated for credit, and the grade and units received each time shall be included for purposes of calculating the student's grade point average. A student must petition the Academic Integrity Committee at Yuba College or the Student Success Committee at Woodland Community College and present documentation that course repetition is necessary to complete legally mandated training. The District may claim apportionment each time the student repeats the course.

Disabled students:

Course repetition for disabled students is subject to the course repetition limitation; however, additional repeats may be individually authorized under the following circumstances:

1. When continuing success of the student in other general and/or special course (such as Adapted Physical Education), is dependent on additional repetitions of a specific course;
2. When additional repetitions of a specific special course are essential to completing a student's preparation for enrollment into other regular or special course (such as Assistive Computer Technology, LEARN 155 or LEARN 156); or
3. When the student has a student educational contract which involves a goal other than completion of the special course in question and repetition of the course will further assist with achievement of that goal.

The previous grade and credit shall be disregarded in the computation of grade point average each time the course is repeated.

Courses designated as repeatable:

1. Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree. The District will retain supporting documentation that verifies that the repetition is necessary to meet the major requirements as a Class 3 record basic to audit.
2. Intercollegiate athletics where enrollment in the course is limited to no more than four times.
3. Cooperative work experience courses up to a maximum of 16 units in any combination of Work Experience (Occupational/General) and Internship enrollments.

These courses are identified as repeatable courses in the college catalog and schedule of classes following the course description. For these courses the grade received each time is calculated in the student's grade point average.

Enrollment limitations in courses related in content:

Students may not enroll more than four times in any combination of active participatory courses that are related in content. The colleges designate courses that are related in content as "families of courses". Active participatory courses are those courses where individual study or group assignments are the basic means by which learning objectives are obtained. Examples of active participatory courses include physical education, visual arts or performing arts. This limit applies even if the student receives a substandard grade or "W" during one or more enrollment or petitions for repetition due to extenuating circumstances.

No course repetition procedures established by the District will conflict with Education Code 76224 pertaining to the finality of grades assigned by instructors, or with Title 5 Section 59023, or District procedures relating to the retention and destruction of records.

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