

# SOLANO COMMUNITY COLLEGE DISTRICT

## GOVERNING BOARD

### COURSE REPETITION

6000

#### PROCEDURES

##### I. Definitions

- A. Satisfactory grade: A, B, C, P, CR (Title 5 Section 55023)
- B. Repeatable class: A course that meets specific legal guidelines formally allowing them to be repeated within set limits. These courses are indicated as such in the Catalog. Very few courses are repeatable. Those that are repeatable typically fall into the disciplines of PE, THEA, MUSC and ART. The curriculum office maintains a list of repeatable courses (Title 5 Section 55041).
- C. Non repeatable class: All classes are considered non-repeatable unless they comply with the guidelines set forth above for a repeatable class.
- D. Enrollment: An enrollment in a course occurs when a student receives an evaluative or non-evaluative symbol pursuant to Title 5 Section 55023. In general, for non-repeatable credit courses, unless an exemption applies, a student who receives a satisfactory grade in a credit course is permitted to enroll in that course only one time. If a student receives a substandard grade and/or withdraws from the course, the student is allowed to enroll in the course two more times, for a maximum of three enrollments (Title 5 Section 58161).
- E. Repetition: A repetition occurs when a student previously enrolled in a course and received an evaluative symbol & re-enrolls in the same course and receives an evaluative symbol (Title 5 Sections 55023, 55040-45, 55253, 56029).
- F. Substandard Academic Work: D, F, NP, NC, FW (Title 5 Sections 55023 and 55030)
- G. Withdrawal: Pertains to both drop with no course or grade recorded on transcript and drop with grade of W. Withdrawal from a course or courses is authorized through the 11<sup>th</sup> week of instruction for a full term class or 62.5% of a short term class. The academic record of a student who remains in a course beyond 62.5% of a class will reflect a symbol as authorized in Title 5, Section 55023 other than a W. See below for exceptions.

No notation will be made on the academic record of the student who withdraws from a respective class during the first four weeks of a full term class or 30% of a short term class.

Withdrawal between the aforementioned times and 62.5% of a class will result in a grade of W. See below for exceptions.

Drops with and without W appear on instructor rosters.

W grades are not used in calculating student's grade point averages but are used in assigning student academic and/or progress standings.

A student may withdraw and receive a W symbol on their record for enrollment in the same course no more than 3 times (Title 5 Section 55024).

H. Activity Course: A course is considered an activity course when the student meets course objectives by repeating a similar primary educational activity and the student gains an expanded educational experience each time the course is repeated for one of the following reasons:

Skills or proficiencies are enhanced by supervised repetition and practice within class periods; or

Active participatory experience in individual study or group assignments is the basic means by which learning objectives are obtained.

The Curriculum Committee identifies courses as "activity courses" as appropriate. A list of activity courses is maintained in the Curriculum Office. Repeatability for activity courses is designated appropriately per class in the Solano Community College Catalog.

## II. Criteria/Rules

A. If a student takes a non-repeatable, credit course and receives a grade that is the equivalent of a C or better, the student may not repeat the course. Exceptions are listed below.

B. Effective Summer 2012, no more than 3 enrollments in are allowed in a non-repeatable, credit class. Exceptions are listed below.

C. W grades are not counted in the calculation of student grade point averages but they are counted in academic and/or standings determinations.

D. All courses that are repeated shall be recorded on the student's permanent academic record using an appropriate symbol.

E. Annotation of the permanent academic record shall be done in a manner that all work remains legible, insuring a true and complete academic history.

F. Observance of Education Code Section 76224 pertaining to the finality of grades assigned by instructors and with Title 5 relating to retention and destruction of records will be strictly adhered to in all cases.

G. Enrollments that occurred prior to Summer 2012 which resulted in an A, B, C, D, F, FW, P, NP or W do count as a course repetition.

H. Academic Renewal does not reduce the number of times a student has repeated a class.

- I. To determine whether or not a course is repeatable and if so, how many times, check the Catalog online at [www.solano.edu](http://www.solano.edu).

### III. Exceptions

Under special circumstances, students may petition for approval to repeat courses in which a C or better grade was earned.

The special circumstances are as follows:

- A. Substandard and W grade repeats
- B. Significant lapse of time
- C. Legally Mandated Training
- D. Disabled student repeating “special” class
- E. Work Experience Courses
- F. Variable Unit Open Entry/Open Exit Courses
- G. Activity Course
- H. Extenuating Circumstances
- I. Extraordinary Conditions
- J. Discrimination

#### A. Substandard and W Grade Repeats (Title 5 Section 55042)

A student may repeat a non-repeatable, credit course in which they received a substandard grade 3 times (original enrollment + 2) without a petition. If a student wishes to repeat this category of class more than 3 times, they must complete a Repeat Petition. See below.

The district may claim only the first 3 substandard grades for apportionment. Any repeats that might be allowed beyond that may not be claimed for apportionment by the district per Title 5 Section 58161.

The first two substandard grades will not be included in the computation of the student’s grade point average.

Subsequent repetitions will be counted in the computation of grade point averages.

Students may not withdraw from a class more than 3 times. If a student enrolls in a class for a fourth time in which they previously earned 3 W’s and attempts to drop the class with a W, they will be blocked from doing so.

#### B. Significant Lapse of Time (Title 5 Section 55043)

Students may be permitted or required to repeat courses in which a C or better grade was earned where there was a significant lapse of time of at least 3 years since the grade was obtained, and:

--The District has established a recency requirement for a course or program; or

--An institution of higher education to which a student wishes to transfer has established a recency requirement that the student cannot satisfy without repeating the course.

Students may repeat a class due to significant lapse of time one time only.

Each repetition attempt will be counted toward the established repetition limits. If a student has already exhausted the number of permitted repetitions and would like to attempt to repeat the course again, they must submit a Repeat Petition. See below.

Previous grade and credit will be included when computing the student's grade point average.

One repetition due to significant lapse of time may be claimed for apportionment.

Significant lapse of time cannot be used to allow a student to repeat a class in which they have not yet earned a passing grade.

C. Legally Mandated Training (Title 5 Section 55041)

Students may repeat a course 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.

District established and approved documentation required.

District may and will claim apportionment for each repeat of course that is the result of legally mandated training.

D. Disabled Students (Title 5 Section 56029, 58161, 56028)

Students with verified disabilities who are currently receiving services from the DSP office can repeat a "Special Course" any number of times provided that such repetition is required as a disability-related accommodation for the student for one of the reasons specified in Title 5 Section 56029.

Special Courses are Learning Disability, Adaptive Horticulture and Adaptive PE.

Previous grade and credit are disregarded from calculation of grade point average first two times only.

District may claim apportionment without limit.

E. Work Experience Courses (Title 5 Section 55253)

For the satisfactory completion of all types of Cooperative Work Experience Education, students may earn up to a total of 16 semester credit hours subject to the following limitations:

- (1) General Work Experience Education.

A maximum of six semester credit hours may be earned during one enrollment period in general work experience education.

(2) Occupational Work Experience Education.

A maximum of eight credit hours may be earned during one enrollment period in occupational work experience education.

Students are permitted to repeat the 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 above.

All enrollments will be included in the calculation of student's grade point average; however, the first 2 substandard grades, if applicable, will be alleviated.

The equivalent of one time the enrollments required to complete the program will be claimed for apportionment.

F. Variable Unit Courses (Title 5 Section 55044)

Students may enroll in variable unit open-entry/open-exit courses as many times as necessary to enable them to complete the entire curriculum of the course one time.

All enrollments will be included in the calculation of student's grade point average; however, the first 2 substandard grades, if applicable, will be alleviated.

Apportionment will be claimed for all enrollments equivalent to one times the number required to complete the program outside of the first two substandard.

G. Activity Courses (Title 5 Section 55041)

Students may repeat activity courses in which they have received the equivalent of a "C" or better 3 times (original enrollment + 3).

All enrollments will be included in the calculation of student's grade point average; however, the first 2 substandard grades, if applicable, will be alleviated.

Apportionment will be claimed for all 4 enrollments outside of the first two substandard.

H. Extenuating Circumstances (Title 5 Section 55045)

In the event that a student wishes to repeat a class beyond the number of times allowed under any of the previous categories due to extenuating circumstances that are verified cases of accident, illness or other circumstances beyond the control of the student, they should submit a Repeat Petition. See below.

District may claim apportionment one time for repeats due to extenuating circumstances.

I. Extraordinary Conditions (Title 5 Section 58509)

In the event of natural disaster or other emergent situation that cause college closure or student need to evacuate home due to flood or fire, a student's prior grade and credit may be disregarded. Student must submit a Repeat Petition. See below.

District may claim apportionment one time for repeats due to extraordinary conditions.

J. Discrimination (Title 5 Section 59300)

If a student feels they were discriminated against by the instructor of a course and they would like to be able to repeat, they should submit a Repeat Petition. The Academic Council will review the claim. If confirmation of the discrimination is found, the grade from the student's record may be removed thereby allowing an additional enrollment.

The District will not claim the additional enrollment for apportionment.

IV. Repeat Petition

Additional repetitions beyond those referenced above may be approved by the Academic Council under certain circumstances, however, no more apportionment can be claimed than that allowed as described in above categories.

Repeat Petitions can be found online by going to [www.solano.edu](http://www.solano.edu) >> Admissions & Records >> Forms >> Petitions-Repeat Petition.

Student must complete Repeat Petition and see a counselor to review petition and ensure their understanding of potential effects on student's permanent record.

Counseling will submit the petition to A&R where, if the petition was approved, the repeat will be coded out of apportionment reporting if necessary and added to the student repeat database.

V. Appeals

If student is unhappy with the outcome of their initially submitted Repeat Petition, they may submit an appeal to be reviewed by the Academic Council. They should submit an Appeal Petition to counseling. Appeals will be reviewed by the Academic Council.

VI. Transfer Units

Solano Community College will apply the same repeat rules to courses transferred to SCC that apply to SCC courses. However, these established repeat rules as they apply to SCC courses will not apply a combination of SCC classes repeated at other schools. For example, if a student took Accounting 001 at SCC twice with a substandard grade and then took it at another school with a substandard grade, SCC would not block the student from taking it at SCC because they can still have one more substandard grade for that class at SCC.

**REFERENCES/**

**AUTHORITY:** California Code of Regulations, Title 5, Sections 55041, 55042, 55253

PROC6000

**GOVERNING BOARD REVIEW:** August 19, 2009; February 6, 2013