

**MISSION COLLEGE TITLE 5 CREDIT COURSE REPETITION ANALYSIS** — Based on Skyline College Document July 2009

**Definition:** Course repetition occurs when a student who has previously received an evaluative symbol as defined in 55023, in a particular course re-enrolls in that course and receives an evaluative symbol as defined in section 55023.

Title 5 Citations Chart refers to <b>CREDIT</b> courses only	5 CCR 55040, 55041, 55042, 55043, 55044, 55045 and 58161	5 CCR 55040, 55041 and 55044	5 CCR 55024, 58161, 58161.5, 58161.7, and 58509
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<b>GRADE TYPE</b> ⇨	<b>Non-repeatable Credit Course</b>	<b>Repeatable Credit Courses</b>	<b>Withdrawals</b>
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<b>CRITERIA</b> ↓	<b>Non-repeatable Credit Course</b>	<b>Repeatable Credit Courses</b>	<b>Withdrawals</b>
<p><b># of repetitions</b> allowed without a petition</p> <p>District shall adopt and publish policies for repeating standard coursework. Substandard academic work means course work for which the grading symbols "D", "F", "FW", "NP", "NC" have been recorded.</p> <p>**District must have policy on "lapse of time"</p>	<p>1. May repeat a credit course TWO times to <i>alleviate substandard academic work</i> (D, F, NP, or NC). (Maximum of three enrollments in one class.) 55042(b).</p> <p>2. If a student is allowed to repeat after receiving three (3) substandard grades, apportionment is not claimed (58161.5)</p> <p>3. May permit repetition of any course taken in an accredited college or university for which substandard academic work is recorded. 55042 (d)(1) and (3)</p> <p><b>Exceptions:</b></p> <ol style="list-style-type: none"> <li>Lapse of time – may repeat if a recency or pre-requisite requirement is established for a course 55040(c)(3), 55043 (a)(b)</li> <li>Unlimited repeats allowed for occupational work experience per section 55253 and 55041(6)</li> <li>Verified extenuating circumstance exists. Must be written &amp; approved by designated official 55045 (c)(5)</li> </ol>	<p>➤ Maximum of FOUR times if 55041(c)(6).</p> <p>➤ The repetition limit applies to all levels of courses that involve a similar primary educational activity regardless of whether the repetitions reflect multiple enrollments in a single course or in multiple courses involving the same activity. 55041 (c)(7)(a)</p> <ol style="list-style-type: none"> <li>Course must be designated as repeatable in catalog and certified it meets conditions of 55041(c)(1)             <ol style="list-style-type: none"> <li>Course differs in content each time it is offered 55041 (c) (2)(A) <b>OR</b></li> <li>Course is an activity course where student meets course objectives by repeating a similar activity and gains expanded educational experience each time the course is repeated 55041 (c), (2)(A)(B)</li> </ol> </li> <li>Courses that may qualify as repeatable, may be: physical education and a visual or performing arts course in music, fine arts, theater or dance. 55041(c)(3)(A)(B)</li> <li>** NOT CONSIDERED ACTIVITY COURSES-foreign language, ESL and non-degree applicable basic skills courses 55042 (c)(4)</li> <li>If a college establishes several levels of courses which consist of similar educational activities, the repetition limit of three semesters (max 4 times)</li> </ol>	<ol style="list-style-type: none"> <li>District policy shall establish the number of times (not to exceed four) that a student may withdraw and receive a W. 55024(a)(9)</li> <li>The district may permit a student to enroll in a course after four withdrawals in the same course in a district if the CIO, CSSO or designated official approves such enrollment based on the review of a petition filed by the student. 55024(a)(8)</li> <li>District policy shall include provisions for intervention in cases of multiple withdrawals. 55024(a)(11)</li> </ol> <p><b>Effective October 29, 2009</b> <b>55024 (a)(9)</b></p> <p><b>Exceptions:</b></p> <ol style="list-style-type: none"> <li>"MW" shall be assigned for a verified military withdrawal as 55024(1)(d)(1)</li> <li>MW shall not be counted for the permitted number of withdrawals. 55024 (1)(d)(3)</li> <li>Withdrawal requested and determined necessary due to discriminatory treatment or retaliation for alleging such claims. A "W" shall not be assigned or removed if a W</li> </ol>

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<p><b>When</b> must a student petition</p>	<p>1. The fourth attempt requires a petition. May approve additional attempt IF extenuating circumstances can be verified 55045</p> <p>2. Any repetition after satisfactory grade received unless meets #1 above. 55041 (e)</p>	<p>applies to all levels that involve a similar primary activity. 55041 (c)(7)(A)</p> <p>5. Visual and performing arts may be repeated as an exception per 55041(c)(7)(A) and (B)</p> <p><b>Exceptions:</b></p> <ol style="list-style-type: none"> <li><b>Variable unit course</b> may be repeated as many times as necessary to complete maximum units allowed for course. 55044</li> <li>Allowed for legally mandated training requirement as a condition of continued paid or volunteer employment -any number of times 55041(b)</li> <li>Lapse of time – if a recency or pre-requisite requirement is established for a course</li> <li>Occupational work experience may be repeated any number of times up to a total of 16 credit hours 55253(a)(2)</li> </ol>	<p>4. was assigned. 55024(a)(8) District policy may provide that a W not be assigned to a student who withdrew due to fire, flood or other extraordinary conditions. Withdrawal must be authorized by District. 55024(a)(10).</p>
<p><b>Grades and GPA</b></p>	<p>1. Legally mandated training - all</p>	<p>1. Courses repeated for occupational</p>	<p>1. A W shall not be used in calculating</p>

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**CRITERIA** ↓

<p>calculation Impact on Records</p>	<p>grades count</p> <ol style="list-style-type: none"> <li>May allow previous standard grade and credit to be disregarded in computing the student's GPA each time a course is repeated.</li> <li>For repetition due to lapse of time, district may allow previous grade and credit to be disregarded in GPA 55043(c)</li> <li>When petition for extenuating circumstances is approved district may allow previous grade and credit to be disregarded in computing GPA.</li> <li>Permanent academic record shall clearly indicate repeated courses with appropriate symbols/annotation. All work remains legible for true record.</li> </ol>	<p>work experience pursuant to 55253 the grade received each time shall be included in calculating the GPA.</p> <ol style="list-style-type: none"> <li>All enrollments in variable unit courses count in GPA. Repetition for a portion of a course may be allowed pursuant to 55040 (see conditions to allow repeat)</li> <li>The grade received each time shall be included for the purposes of calculating the student GPA. 55041(d)</li> <li>If a standard grade is recorded, district may allow previous grade and credit to be disregarded provided no additional repetitions are permitted beyond 4 enrollments. 55042(c)</li> </ol>	<p>GPA. "W" shall be used in determining probation and dismissal. 55024 (a)(7)</p> <ol style="list-style-type: none"> <li>After the college deadline for withdrawal, student record MUST reflect symbol other than W to be used in calculating a GPA. 55023, 55024(a)(1)</li> <li>MW shall not count in progress probation and dismissal calculations. 55024 (d)(2)</li> <li>In no case may a military withdrawal result in a student being assigned an "FW" grade. 55024 (d)(3)</li> <li>MW shall not count in the permitted number of withdrawals. 55024(1)(d)(3)</li> <li>Appropriate faculty is to be informed of a W. 55024 (a)(4)</li> <li>A W removed from a record because of harassment or discrimination would count to determine academic progress.</li> </ol>
<p><b>Students with disabilities</b></p>	<ol style="list-style-type: none"> <li>Special class for student w/disability may be repeated any number of times based on individualized determination that repetition is required as an accommodation for that particular student for one of the reasons specified in 56029. 55040 (c)(7)</li> </ol>	<p>Previous grade and credit may be disregarded each time the course is repeated.</p>	

Source: Chapter 6 Revisions dated July 1, 2009 per CCCC Board of Governors Agenda July 13-14, 2009, Item 2.2. CCCC Advisory 9/29/09.

\*Remedial coursework – non-degree applicable – limit of 30 units. ESL courses are exempt from 30 unit limit.