

**Academic Affairs**

1 **AP 4225 COURSE REPETITION**

2 **References:**

3 Education Code Section 76224;  
4 Title 5, Sections 55040-55043, 55253 and 56029

5 **Course Repetition to Alleviate Substandard Academic Work**

6 A student may repeat a course in an effort to alleviate substandard academic work.  
7 Students may repeat up to a total of two times in which substandard grades (less than  
8 “C”, and including “FW”, “NP”, or “NC”) were awarded, except in limited circumstances as  
9 described below. Students do not need to petition for a first repeat of a course; for a  
10 second repeat of a course, students must petition the Academic Records and Standards  
11 Committee for approval.

12 If a student repeats a course that is not designated as repeatable and receives a  
13 satisfactory grade, then the student may not repeat the course again except in limited  
14 circumstances as described in the “Course Repetition Due to Special Circumstances”  
15 section below.

16 If a student repeats the course and receives another substandard grade, the student may  
17 repeat the course one additional time in an effort to alleviate substandard work. A student  
18 may petition the Academic Records and Standards Committee to repeat a course for  
19 which three substandard grades have been assigned, provided apportionment is not  
20 claimed pursuant to Title 5 Section 58161. No more than two substandard grades may  
21 be excluded in computing the student’s GPA if the student repeats the class two or more  
22 times.

23 If a student repeats a course to alleviate substandard academic work, grade and credit  
24 will be included when calculating a student’s grade point average, as long as the student  
25 is not allowed additional repetitions for more than three semesters.

26 **Course Repetition Due to Special Circumstances**

27 Circumstances under which students may either repeat a course more than two times to  
28 alleviate substandard grades or repeat courses in which a “C” or better grade was earned:

- 29 • **Disabled Student Programs And Services:** Students with disabilities who are  
30 registered with the College’s Disabled Student Programs and Services (DSPS)  
31 department, can repeat a special class for students with disabilities any number of  
32 times when an individualized determination verifies that such repetition is required  
33 as a disability-related accommodation for the student for one of these reasons  
34 specified in Title 5, Section 56029:

- 35 a. When continuing success of the student in other general and/or special  
36 classes is dependent on additional repetitions of a specific special class;  
37 b. When additional repetitions of a specific special class are essential to  
38 completing a student's preparation for enrollment into other regular or  
39 special classes; or  
40 c. When the student has a student educational contract which involves a goal  
41 other than completion of the special class in question and repetition of the  
42 course will further achievement of that goal.

43 • **Military Service:** A student who is a member of an active or reserve United States  
44 military service and who receives orders compelling a withdrawal from courses  
45 shall be permitted to withdraw upon verification of such orders. A withdrawal  
46 symbol of "MW" will be assigned on the student's transcript and the student  
47 receiving such a symbol shall be allowed to repeat.

48 • **Cooperative and Occupational Work Experience:** Students may earn up to a  
49 total of 16 semester credit hours in cooperative work experience education subject  
50 to the following limitations:  
51 a. Repetition of cooperative work experience education courses is limited to a  
52 maximum of six semester credit hours in general work experience education  
53 during one enrollment period.  
54 b. A maximum of eight credit hours may be earned during one enrollment  
55 period in occupational work experience education.

56 If only one course in occupational work experience is offered in a given field and  
57 the course is not a variable unit open-entry/open-exit course, a student is allowed  
58 to repeat that course any number of times as long as the student does not exceed  
59 the limits on the number of units of cooperative work experience as outlined above.  
60 Attendance of a student repeating a cooperative work experience course pursuant  
61 to Title 5, Section 55253(a) may be claimed for state apportionment.

62 • **Legally Mandated Training Requirement:** Students may repeat a course any  
63 number of times where it is required for a student to meet a legally mandated  
64 training requirement as a condition of continued volunteer or paid employment.  
65 Students can repeat such courses any number of times, regardless of whether the  
66 student recorded substandard work.

67 • **Employment or Licensing Requirement:** Students may petition to repeat a  
68 course needed for employment or licensure because of a significant change in  
69 industry or licensure standards. Students may take these courses any number of  
70 times.

71 • **Significant Lapse of Time:** A student may repeat a course in which a grade of  
72 "C" or better was received after a significant lapse of time, per AP 4228 titled  
73 Course Repetition - Significant Lapse of Time.

- 74 • **Extenuating or Extraordinary Circumstances:** In cases where extenuating or  
75 extraordinary circumstances exist, course repetition shall be allowed.  
76 Extraordinary circumstances are those which would justify the District providing  
77 the student a refund. Extenuating circumstances are verified cases of accidents,  
78 illness, or other circumstances beyond the control of the student.

79 **Repetition and Academic Records**

80 When a course is repeated the District shall disregard the previous grade and credit in  
81 computing the student's GPA and include the most recent grade and credit when  
82 calculating a student's grade point average.

83 Courses that are repeated shall be recorded on the student's permanent academic record  
84 using an appropriate annotation.

85 Annotating the permanent academic record shall be done in a manner so that all work  
86 remains legible, ensuring a true and complete academic history.

87 Students may use an equivalent course from an accredited college or university to replace  
88 a Cerritos College course in which a substandard grade was recorded, if earned  
89 subsequent to the substandard grade at Cerritos College. The student must petition the  
90 Academic Records and Standards Committee to record the change. The grade received  
91 will be calculated in the Cerritos GPA.

92 The College may honor the prior course repetition actions of other accredited colleges  
93 and universities in determining acceptance of credits, subject to student petition, and  
94 approval by, the Academic Records and Standards Committee.

95 Nothing can conflict with Education Code, Section 76224 pertaining to the finality of  
96 grades assigned by instructors, or with Title 5 or administrative procedures relating to  
97 retention and destruction of records.

98 See also AP 5075 titled Course Adds and Drops, AP 5013 titled Students in the Military,  
99 AP 4227 titled Repeatable Courses, AP 4228 titled Course Repetition – Significant Lapse  
100 of Time, and AP 4229 titled Course Repetition – Variable Units.

101 Offices of Primary Responsibility: Vice President, Academic Affairs  
102 Vice President, Student Services

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