

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”, including “FW” or “NP”) were awarded, except in limited circumstances as described
9 below. Students do not need to petition for a first repeat of a course; for a second repeat
10 of a course, students must petition the Academic Records and Standards Committee for
11 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 two 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 • **Student Accessibility Services:** Students with disabilities who are registered
30 with the College’s Student Accessibility Services (SAS) department, can repeat a
31 special class for students with disabilities any number of times when an
32 individualized determination verifies that such repetition is required as a disability-
33 related accommodation for the student for one of these reasons specified in Title
34 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 • **Occupational Work Experience:** Students may repeat work-experience
49 education. The grade received each time shall be included for purposes of
50 calculating the student's grade point average.

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

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

60 • **Significant Lapse of Time:** A student may repeat a course in which a grade of
61 "C" or better was received after a significant lapse of time (no less than 35 months
62 since that grade was obtained), per AP 4228 titled Course Repetition - Significant
63 Lapse of Time.

64 • **Extenuating, Emergency, or Extraordinary Circumstances:** In cases where
65 extenuating, emergency, or extraordinary circumstances exist, course repetition
66 shall be allowed. Emergency conditions or extraordinary conditions are those
67 meeting the requirements of Title 5 Section 58146 (b). Extenuating circumstances
68 are verified cases of accidents, illness, or other circumstances beyond the control
69 of the student.

70 **Repetition and Academic Records**

71 Students are not permitted to retake classes in which a passing grade was already
72 earned. In the unlikely event that students enrolled and received a grade for a class in

73 which they had previously earned a passing grade, the student will receive the highest of
74 the two grades earned for GPA and credit.

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

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

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

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

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

90 Offices of Primary Responsibility: Vice President, Academic Affairs
91 Vice President, Student Services

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

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