

Glendale Community College District

4227

Administrative Regulation

REPEATABLE COURSES

Repetition with C Grade or Higher: Under special circumstances, students may repeat courses in which a C or better grade was earned.

Students may repeat the following courses (up to four enrollments) irrespective of grades:

- Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree (To do so, students must complete a *Request to Repeat a Class Petition*);
- Intercollegiate athletics courses; and
- Intercollegiate academic or vocational competition courses. Such courses may be repeated no more than four times for semester courses or six times for quarter courses.

Additionally, students may enroll in designated activity courses in kinesiology, visual arts, or performing arts. Such individual courses may not be repeated for more than four enrollments (i.e. four total repetitions). This limit applies even if the student receives a substandard grade or "W" during one or more enrollment or if a student petitions for repetition due to extenuating circumstances.

The college may permit one additional funded enrollment (i.e. fourth enrollment) on an appeal basis if a student needs to repeat due to significant lapse of time or due to extenuating circumstances. The student must submit the *Petition to Waive College Requirements* form to take the class a fourth time.

Extenuating Circumstances

In a case in which the student's grade and/or enrollment was the result of an extenuating circumstance, the student may file a *Petition to Waive College Requirements* form to repeat a class an additional time (whether the prior enrollment was due to a substandard grade or a withdrawal). Extenuating circumstances are a verified accident, illness, or other circumstances beyond the control of the student. When course repetition is approved pursuant to this provision, the district shall allow the previous grade and units to be disregarded in computing the student's grade point average each time the course is repeated.

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Significant Lapse of Time

In a case in which a significant amount of time has elapsed between a student's initial successful completion of a course, the student may file a *Petition to Waive College Requirements* form to repeat a class an additional time defined here as a period of no less than 36 months since the last satisfactory grade was obtained. Repetitions due to a significant lapse in time apply to a student's total number of experiences in courses which are designated repeatable by the state such as those listed above. In order to repeat a previously successful course, students must complete a *Request to Repeat a Class Petition*.

Additional Work or Licensure Requirements

Students are allowed to repeat a course when repetition is necessary to enable that student to meet a legally mandated training requirement as a condition of volunteer or continued 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. Students must complete a *Request to Repeat a Class Petition* in order to do so.

Students may petition to repeat a course needed for employment or licensing because of a significant change in the industry or licensure standards. Students may take these courses any number of times. Students must complete a *Request to Repeat a Class Petition* in order to do so.

Students are allowed to repeat an occupational work experience course if a college only offers one course in occupational work experience in a given field and that course is not offered as a variable unit open-entry/open-exit course. Where only one work experience course is offered subject to the above conditions, students may be permitted to repeat this 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 in Title 5 Section 55253(a). Students must complete a *Request to Repeat a Class Petition* in order to do so.

Disability-Related Accommodations

Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for the student for one of the reasons

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specified in Title 5 Section 56029. Students must complete a *Request to Repeat a Class Petition* in order to do so.

Students may petition to repeat a course needed for employment or licensing because of a significant change in the industry or licensure standards. Students may take these courses any number of times

The District has developed and implemented a mechanism to allow it to properly monitor course repetition.

See Board Policy 4225

Reference:

- Education Code Section 76224; Title 5 Sections 55040, 55041, 55042, 55043, 55253, and 56029

Adopted 1/18/11

Revised 6/13/17