
**Allan Hancock Joint Community College District
Board Policy****Chapter 4 – Academic Affairs**

BP 4225 COURSE REPETITION

Students may repeat courses in which substandard grades (less than "C," and including "W") were earned. The Board of Trustees has determined reasonable limitations on course repetition as described in AP 4225 titled Course Repetition.

When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

Under special circumstances, students may repeat courses in which a C or better grade was earned. The special circumstances are defined in administrative procedures.

References: Title 5 Sections 55040, 55041, 55042, 55044, and 58161

Adopted: 1/10/17

Reviewed: 1/11/22

Allan Hancock Joint Community College District
Administrative Procedure
Chapter 4 – Academic Affairs

AP 4225 COURSE REPETITION

Students may petition for approval to repeat courses in which substandard grades (less than “C,” and including “W”) were awarded in the following courses:

- Courses for which repetition is necessary to meet the major requirements of the California State University (CSU) System or the University of California (UC) System for completion of a bachelor’s degree;
- Intercollegiate athletics courses; and
- Intercollegiate academic or vocational competition courses. Such courses may be repeated no more than four times for semester courses.

Students may enroll in activity courses in physical education, visual arts, or performing arts. Such courses may not be repeated for more than four semesters. 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 for repetition due to extenuating circumstances.

A student’s request to attempt a course a fourth time will be evaluated by the dean, student services or designee, based upon the student’s need for the course. Under these circumstances, effective summer 2010 upon successful completion the first two non-passing grades will be alleviated from the grade point average. However, when course repetition occurs, all substandard grades will remain on the student’s permanent record, ensuring a true and complete academic history. A student may not petition to repeat a course beyond the fourth attempt.

When a student repeats a class to alleviate substandard academic work, the first two grades and credits shall be disregarded in the computation of grade point averages.

Courses that are repeated shall be recorded on the student’s permanent academic record using an appropriate symbol.

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

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

A course for which substandard academic performance was recorded at Allan Hancock College may be repeated at another accredited college or university if, after the student submits a copy of the course outline, syllabus and/or catalog description, the course is determined to be equivalent. Official transcripts from the other institution must be submitted to Allan Hancock College to verify the course was completed with a grade of C or better, and for equivalency consideration a petition must be filed. Federal financial aid regulations do not alleviate units or grade points removed through academic renewal or course repetition.

Repetition of a Course Previously Successfully Completed (Course Repetition Special Circumstances) Students attempting to repeat a course are prevented from registering by a computer block. Repetition of courses for which substandard work has not been recorded (A, B, C, P or CR) shall be permitted only upon petition of the student and with written permission of the appropriate dean. If a course does not have allowable repetition, authority is granted to the deans to approve repetition of a course under special circumstances, which may include:

A minimum of 36 months has elapsed since the student last earned a grade in the course;
AND

1. The subject matter of the course has changed because of changing technology or principles;
2. The course was taken for credit and the student now needs a letter grade because the course is in his or her major;
3. Other valid situations as evaluated by the instructor and the appropriate dean.

Students with disabilities can repeat an educational assistance 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 specified in Title 5 Section 56029. Students may repeat a course any number of times where it is required for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment, regardless of whether the student recorded substandard work. Students enrolling in course within the Public Safety program will be required to provide verification to the public safety department prior to enrollment.

Special circumstances course repetitions will be indicated as repeated on the permanent academic record of the student. Grades awarded for special circumstances course repetitions will not be counted in calculating a student's grade point average. In addition, there is no assurance that repeated courses resulting in an improvement in grade will be accepted by other colleges and universities.

References: Education Code Section 76224;
Title 5 Sections 55040-55043, 55253, and 56029

Approved: 12/13/16
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