

Administrative Procedure
Chapter 4 – Academic Affairs

AP 4225 COURSE REPETITION

References:

Education Code Section 76224;

Title 5 Sections 55040, e 22404 and 55040, e 22404. The administration of course repeatability and credit course repetition and determination of academic standing.

The Dean of Enrollment Services shall be responsible for maintaining orderly administration of course repeatability and credit course repetition and academic standing.

Definitions

A. Satisfactory credit course completion is defined as student attainment of a grade of A, B, C, or P.
a grade of D, F, or NP.

C. Withdrawal from a credit course is defined as student attainment of an evaluative symbol of W.

D. Credit course repetition is defined as re-enrollment in a credit course if a student has not attained satisfactory credit course completion or a significant lapse of time has occurred.

The following outlines conditions for permissible credit course repetition:

- A. Repetition of satisfactorily completed credit courses is permitted only if one or more of the following conditions are met:
 1. More than 36 months have passed since a student attained a grade and a recency requirement has been established as prerequisite for the course or program at Long Beach City College or another institution of higher education to which the student seeks to transfer, subject to appropriate documentation. Individual departments may have exceptions to the period of time in the recency requirement.
 2. Repetition of variable unit entry/open exit credit course is required to complete the curriculum. (See AP 4229 Course Repetition – Variable Units)
 3. Circumstances under which students may repeat courses in which a C or better grade was earned. Such course repetition requires a finding that extenuating or extraordinary circumstances exist which justify such repetition. Extraordinary circumstances are those which would justify the District providing the student a refund. A petition is approved based on extenuating circumstances involving verified cases of accident, illness, or other circumstances beyond the control of the student, subject to appropriate documentation. Grades awarded for courses repeated under these provisions may be included when calculating a student's grade point average.
 4. 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 specified in Title 5 Section 56029. When a student with a disability repeats a class, the previous grade and credit may be disregarded in the computation of grade point averages. A student with a documented disability may enroll multiple times in a credit course specifically designed for students with disabilities. Such repetitions are considered to be disability-related accommodations, subject to appropriate documentation.
 5. Enrollment in the course is designated by statute or regulation as a condition of that student's paid or volunteer employment or work experience, subject to appropriate documentation. 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 must fill out the required form and submit required documentation.

6. A significant change in the industry or licensure requirements which make repetition of the course necessary for a student's continued

Repetition approval is not automatic, will be determined on a case-by-case basis, and such decisions are final.

Credit Course Repeatability

A. Credit course repetition and credit course repeatability are defined in above Sections D and E respectively. Long Beach City College designates the following courses as repeatable for any student per Title 5 Section 55041:

1. Courses for which repetition is necessary in order to meet major California State University (CSU) or University of California (UC) requirements for completion of a Bachelor's Degree.
2. Courses designed for intercollegiate athletics teams.
3. Courses designed for Career and Technical Education and academic competition. Such courses may be repeated no more than four times for semester courses.

B. The following limitations apply to active participatory courses, as defined in Section F (above):

1. Active participatory courses included in this restriction are courses in physical education, visual arts, and performing arts offered within the Long Beach City College District.
2. A student may not have more than four enrollments in any active participatory course. Such courses may not be repeated more than three times.
3. This limitation also applies to students who have received an unsatisfactory grade.

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