

CREDIT COURSE REPETITION GUIDELINES

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A comprehensive explanation of the title 5 regulations governing when a student may repeat a credit course and when a district may claim apportionment for that repetition.

California Community Colleges Chancellor's Office
1102 Q Street
Sacramento, CA 95811-6539



Credit Course Repetition Guidelines

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Introduction

The governing board of each community college district is required to adopt and publish policies and procedures pertaining to the repetition of credit courses. (§ [55040\(a\)](#)¹.) The purpose of these guidelines is to clarify provisions of title 5 of the California Code of Regulations governing repetition of credit courses. (§§ [55024](#), [55040](#) et seq., [58161](#).) These guidelines do not restate all the provisions of title 5, and for a full understanding of the legal requirements these guidelines must be read in conjunction with the regulations themselves as well as local district policies. (For your convenience the applicable regulations are attached to these guidelines as [Appendix A](#).) In the event of a conflict between these guidelines and the regulations, the regulations will prevail. However, please immediately bring any suspected conflict to the attention of the Chancellor's Office by sending an email describing the suspected conflict to courserep@cccoco.edu prior to acting in a manner inconsistent with these guidelines.

Noncredit courses: The enrollment limitations set forth in these guidelines apply only to credit courses.

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Background

Since 2011, the regulations governing course repetition have undergone significant changes. The changes were made first and foremost to limit the number of times a student can enroll in the same and similar physical education, visual arts, and performing arts courses. In addition, changes were made to clarify the limited circumstances under which a student could enroll more than once in the same course. While the regulations set the upper limit on the number of times and circumstances in which a district may permit a student to enroll in the same credit course, district policy may be more restrictive.

General Rule

The general rule is that district policy may not permit a student to enroll again in a credit course (also referred to as repeating or re-enrolling in a credit course) if the student received a satisfactory grade on the previous enrollment. An enrollment occurs when a student receives an evaluative or non-evaluative symbol pursuant to section [55023](#) in a credit course. (§ [55000\(n\)](#).) Evaluative symbols include A, B, C, D, F, P, NP² and for those districts who provide for the use of it, FW. (§ [55023\(a\)](#) & [\(c\)](#).) Nonevaluative symbols include I, IP, RD, W and MW. (§ [55023\(e\)](#).) A satisfactory grade is an A, B, C or P. (§ [55000\(w\)](#).) Substandard work is course work for which the grading symbols D, F, FW, NP or NC (as defined in section [55023](#)) have been recorded. (§ [55000\(y\)](#).) A student receiving an A, B, C or P typically cannot enroll in that course again

¹ All citations are to title 5 of the California Code of Regulations unless otherwise specified.

² CR and NC, symbols permitted to be used prior to 2007, are also evaluative symbols. CR has the same meaning as P, and NC has the same meaning as NP. (§ 55023.) As the course repetition limitations apply to all prior enrollments in the same credit course, districts will also need to include prior enrollments resulting in the assignment of a CR or NC.

unless an exception to the general rule applies that allows an additional enrollment or enrollments in that course.

There are a few exceptions to the general rule that permit districts to adopt policies which allow a student receiving a satisfactory grade to enroll in the same credit course again. (See § [55040\(b\)](#), and see [Appendix B - table 1](#).) Those exceptions to the general rule are set forth in more detail later in these guidelines, but are as follows:

- courses properly designated by a district as repeatable,
- a subsequent enrollment due to significant lapse of time,
- variable unit courses offered on an open-entry/open-exit basis,
- extenuating circumstances,
- occupational work experience courses,
- students with disabilities repeating a special class for one of the reasons specified in section [56029](#),
- legally mandated courses, and
- courses necessary as a result of significant change in industry or licensure standards.

For an additional enrollment in the same course to be allowed, either the student must meet the circumstances specified in the regulations for the exception or, in the case of repeatable courses, the district has properly designated the course as repeatable.

In the event the student does not receive a satisfactory grade on the previous enrollment for a course not designated as repeatable, i.e., does **NOT** receive an A, B, C or P, district policy may permit the student to enroll in the course again. (§§ [55024\(a\)\(9\)](#), [55040\(b\)](#), and see [Appendix B - table 2](#).) Students permitted to enroll again in a course are typically limited to the original enrollment plus two more enrollments. Enrollments occur whether the student receives an evaluative or nonevaluative symbol; thus, except in limited circumstances discussed later in these guidelines, a student cannot combine repetitions resulting in withdrawals and repetitions to alleviate substandard grades for more than three enrollments total. However, district policy may permit the student to petition for a fourth enrollment to alleviate a substandard grade, provided apportionment is not claimed for that enrollment. (§§ [55024\(a\)\(9\)](#), [55042\(b\)](#).)

Enrollments in the same or equated courses at different colleges in the same district: In determining the number of permitted enrollments by a student in the same course, districts must include enrollments in the same course taken at **all colleges** within the district. In the event that a district is not using common course numbers among its colleges, the district is responsible for equating courses using course content, titles, outcomes, and objectives for the purpose of applying repetition laws. Courses may be able to be equated, i.e., the same course, even if the units for the courses are not the same. Courses that are divided into levels should be examined closely by curriculum committees to determine whether the levels of the course should be equated. Districts may permit a student meeting specified requirements to repeat (or

enroll again) in the same course under very limited circumstances explicitly set forth in sections [55024](#) and [55040](#) et seq.

Method of delivery of courses: Courses that have the same or substantial similar content, titles, outcomes and objectives, but are offered through different delivery methods are still considered the same course. For example, enrollment by a student in a course offered via distance education or independent study after the student enrolled in the same course via more traditional methods would be a repetition of that course by the student, and would be prohibited unless another limited circumstance explicitly set forth in section [55024](#) or [55040](#) et seq. permits that repetition (e.g., substandard grade). (For rules governing independent student courses see §§ 55230 et seq., and 58051(a)(2)(A)-(C).)

Retroactive application: In determining the total number of enrollments, districts must count all prior enrollments by a student in a course or courses that are (or should be) equated. Districts must count all prior enrollments by a student in courses that occurred within all the colleges of their district, but do not have to count prior enrollments that occurred in colleges outside their district.

Audit documentation requirements: Districts are responsible for maintaining adequate support documentation so that the Chancellor's Office, Auditor General, and the auditor retained by the district pursuant to Education Code section 84040 may independently determine the adequacy of the course enrollment, attendance, and disenrollment information that forms the basis of the full-time equivalent student (FTES) reported by the district for state apportionment purposes. (§ 58030.) Simply put, a third party should be able to examine the district's records and determine that the repetition of a course by a student and the subsequent apportionment claim by the district for the attendance of that student in that course was allowable. Typically these records are considered Class 3-Disposable Records basic to an audit and cannot be destroyed by a district until "after the third July 1 succeeding the completion of the audit required by Education Code section 84040 or of any other legally required audit . . ." (§§ [59025](#), [59026](#).) In some instances, described below, a district may require the student to provide the necessary support documentation (e.g., courses that are legally mandated, § [55040\(b\)\(8\)](#).)

Grade/credit: The general rule is that the district's grading policy must require that all work in all credit courses be graded consistent with section [55023](#), which specifies the point value for grades. (§ [55021\(b\)](#).) However, in some instances, prior grades may be disregarded in calculating a student's grade-point average (GPA) (for example, alleviation of a substandard grade pursuant to section [55042](#)). With the exception of an enrollment resulting in a withdrawal as a result of extraordinary conditions or discriminatory treatment (as described later in these guidelines on page 6), the student's permanent academic record must clearly indicate all enrollments in a course using an appropriate grading symbol and be annotated in such a manner that all work remains legible, insuring a true and complete academic history. (§ [55040\(e\)](#).)

Apportionment limit: The apportionment limit on enrollments varies depending upon the applicable exception and is addressed in more detail below. However, as a general rule of thumb, if the regulations do not permit district policy to allow a student to enroll in a course again, then the district cannot claim apportionment for the student's attendance in that course more than once.

Course repetition and federal financial aid: Under certain circumstances, repetition of the same course in which the student previously received a satisfactory grade can affect a student's eligibility for federal financial aid. (34 Code of Federal Regulations, § 668.2(b), defining a full time student as, "[a]n enrolled student who is carrying a full-time academic workload, as determined by the institution, under a standard applicable to all students enrolled in a particular educational program. The student's workload may include any combination of courses, work, research, or special studies that the institution considers sufficient to classify the student as a full-time student including for a term-based program, repeating any coursework previously taken in the program but not including either more than one repetition of a previously passed course, or any repetition of a previously passed course due to the student failing other coursework.") Districts should consult with federal financial aid experts when advising students on federal financial aid and the potential ramifications of repeating a course as federal laws governing the conditions for receipt of financial aid and the effect of credit course repetition on receipt of that aid may be more restrictive than allowed by state law. (For more information about federal financial aid restrictions see the United States Department of Education's frequently asked questions regarding retaking coursework at <http://www2.ed.gov/policy/highered/reg/hearulemaking/2009/course.html>.)

Course Withdrawal – Generally (§ 55024)

Student enrollment limit: A student's attendance in a course still counts as an enrollment even if the student withdrew from a course and the student received a W or other evaluative or nonevaluative symbol. (§ 55000(n).) District policy may permit the student to enroll again in that course as long as the student's total enrollments in the course do not exceed three or until a lower applicable limitation is reached, such as receiving a satisfactory grade in a course not designated as repeatable. (§ 55024(a)(9).) District policy may permit a student to enroll in the same course after having previously received the authorized number of W symbols (not to exceed three times) in that course pursuant to a petition filed by the student, but the district may not claim apportionment for that additional enrollment. (§ 55024(a)(9).) The petition must be approved by the chief instructional officer, chief student services officer, or other district official designated in the district policy. A student that is permitted to enroll in that course again by petition as discussed here cannot receive another W and must receive a different evaluative or nonevaluative symbol.

A district's withdrawal policy may allow a student to withdraw from a course and receive a notation of W up to the last day of the fourteenth week of instruction (or 75 percent of the term, whichever is less). (§ 55024(a)(1).) The district's policy may also allow a student to

withdraw from a course and not receive a W during the first four weeks or 30 percent of a term, whichever is less. (§ [55024\(a\)\(3\)](#).) District policy may set earlier points in the term for withdrawing and not receiving a W and withdrawing and receiving a W.³

Grade/credit: The governing board of the district must adopt rules and regulations governing the inclusion or exclusion of units in which the student withdrew. (§ [55023\(g\)](#).) However, those policies may not allow the use of the W in calculating grade point averages. Except as set forth below for specific types of withdrawals, those policies shall require the use of the W in determining probation and dismissal. (§ [55024\(a\)\(7\)](#).)

A student withdrawing from a course after the time allotted by a district for withdrawal with a W must receive a symbol as authorized by section [55023](#) other than a W, except where a district finds extenuating circumstances exist within the meaning of section [55024\(a\)\(2\)](#). (§§ [55024\(a\)\(1\)](#), [\(a\)\(2\)](#), [\(a\)\(5\)](#).)

Apportionment limit: As long as all applicable apportionment eligibility conditions are met a district is entitled to claim apportionment for the enrollment of a student in the same course if a satisfactory grade is **not** received for a maximum of three enrollments per credit course. (§ [58161\(c\)](#).) An enrollment occurs when the student receives an evaluative or nonevaluative symbol in a credit course. (§ [55000\(n\)](#).) A W is a nonevaluative symbol. (§ [55023\(e\)](#).) As such, a college district can claim apportionment for a student receiving a W and/or any combination of evaluative and nonevaluative symbols for up to three enrollments. If a student “drops” a course by the date designated by the district for dropping courses without receipt of a W (§ [55024\(a\)\(3\)](#)) then the attendance of the student in that course does not count as an enrollment and the district may not claim apportionment for the attendance of that student.

Withdrawals Due to Extenuating Circumstances (§ 55024(a)(2), (a)(5))

Districts may adopt policies allowing students to withdraw from courses if due to extenuating circumstances after the district authorized withdrawal deadline. (See prior discussion regarding the period of time a district may establish as its deadline for a student to withdraw from a course.) Extenuating circumstances are “verified cases of accidents, illnesses or other circumstances beyond the control of the student.” (§ [55024\(a\)\(2\)](#).) A governing board of a district may permit a student to withdraw from a course after the district’s withdrawal deadline has passed if the district determines that extenuating circumstances apply and if

- permitted by the district’s regulations,
- the student or the student’s representative files a petition, and
- after consultation with the instructor of each course section in question (or the department chair or appropriate administrator if the instructor cannot be contacted).

³ To mitigate the potential apportionment impact from course drops occurring before an evaluative or nonevaluative symbol is assigned, the district may wish to review its deadlines for W withdrawals as permitted by section 55024(a)(3). Many colleges have established a period of time shorter than the first four weeks or 30 percent of a term during which no notation will be made.

Grade/credit: A withdrawal allowed by a district pursuant to extenuating circumstances after the withdrawal deadline must be recorded as a W. (§ [55024\(a\)\(5\)](#).)

Apportionment limit: Same as general apportionment limit for withdrawals set forth above.

Withdrawals Due to Discriminatory Treatment (§§ 55024(a)(8), 59300)

If a district determines that a student withdrew from a course as a result of discriminatory treatment or due to retaliation for alleging discriminatory treatment pursuant to section [59300](#) et seq., then the district may not assign a W to the student. If a W was assigned before a determination of discrimination was made, the district must remove the W from the student's academic record. If discrimination or retaliation for alleging discriminatory treatment is found by the district, an enrollment is not counted toward the student's enrollment limit as the student does not receive an evaluative or non-evaluative symbol pursuant to section [55023](#). (§ [55000\(n\)](#).)

Grade/credit: If a W is assigned to a student who the district determines withdrew from a course as a result of discriminatory treatment or due to retaliation for alleging discriminatory treatment, that W must be removed from the student's record. (§ [55024\(a\)\(8\)](#).) Likewise, withdrawals resulting from discriminatory treatment or due to retaliation for alleging discriminatory treatment do not count in progress probation and dismissal calculations.

Apportionment limit: A student withdrawing as a result of discriminatory treatment pursuant to section [55024\(a\)\(8\)](#) may not be assigned an evaluative or nonevaluative symbol (or if one was assigned the district must remove it). Nonetheless, a district is entitled to claim apportionment for the attendance of the student for each enrollment resulting in a withdrawal for discriminatory treatment pursuant to section [55024\(a\)\(8\)](#) as long as all other applicable apportionment eligibility conditions are met, such as being actively enrolled as of the census point for a census-based course. (§ [58161\(f\)\(7\)](#).)

Withdrawals Due to Extraordinary Conditions (§§ 55024(a)(10), 58509)

Extraordinary conditions are those conditions that would allow a community college to provide a full refund of enrollment fees to a student for one of the reasons set forth in section [58509](#). (§ [55000\(o\)](#).) Section [58509](#) allows a district to fully refund the enrollment fees of a student who withdrew from some or more classes where the district finds that the withdrawal was necessary for one of the following reasons:

- the college attended by the student was closed,
- the college was unable to provide all or substantially all of the instruction in the course or courses in which the student was enrolled due to fire, flood or other conditions qualifying for adjustment of apportionment pursuant to section [58146](#),

- one of the conditions specified in section [58146](#) made it difficult or impossible for the student to attend one or more courses because the student was actively engaged in responding to the fire, flood or other conditions, or
- one of the conditions specified in section [58146](#) required the student to evacuate his or her home.

The emergency conditions specified in section [58146](#) that would allow a student to withdraw from a class after the withdrawal deadline include the following:

- fire,
- flood,
- epidemic,
- order of personnel specified in section [58146\(a\)](#) to meet an emergency created by war or other extraordinary condition,
- the inability to secure or to hold an instructor, or
- the illness of the instructor where the lack of an instructor would close a college as approved by the Board of Governors.

Note: *If a district experiences an FTES loss due to an emergency condition as described in section 58146, the district should promptly contact the Chancellor's Office Fiscal Services Unit to inquire about the possibility of an FTES allowance.*

Grade/credit: District policy may provide that a student withdrawing as a result of extraordinary conditions not be assigned a W. If a W is not assigned, then the student's attendance in the course does not count toward the student's enrollment limit as the student was not assigned an evaluative or non-evaluative symbol pursuant to section [55023](#). (§ [55000\(n\)](#).)

Apportionment limit: A district may claim apportionment for unlimited enrollments of a student withdrawing from a course due to extraordinary conditions as long as all other applicable apportionment eligibility conditions are met, such as being actively enrolled as of the census point for a census-based course. (§ [58161\(f\)\(5\)](#).)

Military Withdrawal (§ 55024(d))

Districts adopting policies permitting students to withdraw from courses must adopt policies permitting students who are members of an active or reserve United States military service who receive orders compelling withdrawal from courses to be assigned an MW. Students withdrawing as a result of orders compelling withdrawal shall be permitted to withdraw from the course even if the time permitted by the district for withdrawal from a course has passed, upon verification by the district of the orders. (§ [55024\(d\)\(1\)](#).)

Grade/credit: Military withdrawals shall not be counted in progress probation and dismissal calculations or the permitted number of withdrawals or the student enrollment limit. (§ [55024\(d\)\(2\)-\(3\)](#).) A student withdrawing as a result of orders compelling withdrawal shall not be assigned an FW grade. (§ [55024\(d\)\(4\)](#).)

Apportionment limit: A district may claim apportionment for unlimited enrollments of a student withdrawing from a course and receiving a military withdrawal as long as all other applicable apportionment eligibility conditions are met, such as being actively enrolled as of the census point for a census-based course. (§ [58161\(f\)\(6\)](#).)

Repeatable Courses (§§ 55040(b)(1), 55041)

Beginning January 2013, district policy may designate only three types of courses as repeatable:

- courses for which repetition is necessary to meet the major requirement of California State University (CSU) or University of California (UC) for completion of a bachelor’s degree,
- intercollegiate athletics, and
- intercollegiate academic or vocational competition.

(§ [55041\(a\)\(1\)-\(3\)](#), and see [Appendix B - table 3](#).)

Courses that are not one of the three types above may NOT be designated as repeatable. If a course is properly designated by district policy as repeatable, then all students may enroll in that course more than one time, subject to specified limitations. Courses in these categories that are offered for differing unit values (i.e., variable unit courses) are not precluded from being designated as repeatable if all other requirements for the designation have been met. However, regardless of the unit value of an enrollment, each “take” of the course counts as an individual enrollment towards any applicable student or apportionment limit as discussed below.

Grade/credit: Each grade received by a student in a repeatable course must be included in the calculation of the student’s GPA unless another provision of the regulations and district policy allows a previous grade to be disregarded, e.g., alleviation of substandard grade pursuant to section [55042\(c\)](#). (§ [55041\(c\)](#).)

Repeatable courses and substandard grades: In the event a student receives a substandard grade in a repeatable course, district policy may permit the student to take the course again for the purpose of alleviating the previous substandard grade. (§ [55042\(c\)](#).) Pursuant to this provision the student may alleviate up to two substandard grades. However, district policy allowing alleviation of substandard grades for repeatable courses may permit a subsequent passing grade to only alleviate the immediately preceding grade,

EXAMPLE 1: A student receives a grade sequence F-D-C-A in a course properly designated as repeatable. The C may be used to alleviate the D, but not the F. The A cannot be used to alleviate any of the grades. It cannot alleviate the C because the C is not substandard. It cannot alleviate the D because the D is NOT the immediately preceding grade (the C is). For the same reason the A cannot be used to alleviate the F. On the other hand, if the grade sequence received by the student is F-A-F-A, the first A can alleviate the first F and the second A can alleviate the second F. If the grade sequence in the course properly designated as repeatable instead included a withdrawal, e.g., F-W-C-A, the C can alleviate the F because the W is not a “substandard grade” thus, the immediately preceding grade remains the F and can be alleviated by the C.

and only if that immediately preceding grade is substandard.⁴ (See Example 1.) District policy may not permit a student to exceed the enrollment limits permitted by section [55041](#). For purpose of determining whether a student may alleviate a grade pursuant to section 55040(2), substandard grades has the same meaning as substandard academic work, D, F, FW, NP, NC. (§ [55000\(y\)](#).)

The Three Types of Courses that a District Policy may Designate as Repeatable:

- 1) Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor’s degree (§ [55041\(a\)\(1\)](#)):

Certain CSU or UC campuses may require students to repeat a specified course as part of the requirements for a specific major. Students who do not repeat these courses are not permitted to receive a bachelor’s degree in that major. For example, CSU Sacramento requires the following: “All [Bachelor’s of Music] music majors, regardless of their unit load, shall be enrolled each semester in Applied Music for 2 units (until they have reached the maximum of 16 units), and in a Large Performance Ensemble until the Senior Recital is completed.” A district can thus designate its corollary Applied Music course and its corollary Large Performance Ensemble course as repeatable until the student meets the **lower division** component of these major requirements.

Once the district has properly designated a course as repeatable, then any student eligible to enroll in that course can enroll in that course multiple times. While the particular course may require the student to meet other eligibility requirements, such as an applicable prerequisite or corequisite, the student does not have to intend to transfer to UC or CSU to enroll in a course that has been properly designated as repeatable. Put another way, once properly designated as repeatable because repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor’s degree, **then all students**, i.e., those that do or do not intend to enroll in CSU or UC, may enroll multiple times in the course.

Once properly designated as repeatable because repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor’s degree, then all students, i.e., those that do and do not intend to enroll in CSU or UC, may enroll multiple times in the course.

⁴ Institutions that receive students from California community colleges will have their own rules governing alleviation of substandard grades. Those rules may be different than those required by the regulations governing California community colleges. Thus, grades that were permitted to be alleviated by these regulations may not be allowed to be alleviated by an institution that a student seeks to transfer to and may be counted by the receiving institution in calculating the student’s transfer GPA. While the grade alleviation policy of the receiving institution does not affect the rules governing the policies that California community colleges may adopt, California community colleges should be aware of the differences so they can best assist students seeking to transfer to these institutions.

Student enrollment limit: Student enrollment is limited to the number of repetitions necessary to meet the lower division major requirements of CSU or UC for completion of a bachelor’s degree. As the primary mission of the community colleges is to provide instruction through the first two years of undergraduate education (lower division), the enrollment limitation is not completion of the undergraduate requirements for graduation from CSU or UC, but rather completion of the first two years of those requirements. (Ed. Code, § 66010.4(a)(1), “... Public community colleges shall offer instruction through but not beyond the second year of college.”) Additionally, a district can claim apportionment for a maximum of four enrollments for semesters or six for quarters. (§ [58161\(d\)](#).) The apportionment limit is described more fully below.

As the primary mission of the community colleges is to provide instruction through the first two years of undergraduate education (lower division) the enrollment limitation is not completion of the undergraduate requirements for graduation from CSU or UC, but rather completion of the first two years of those requirements. (Ed. Code § 66010.4(a)(1), “... Public community colleges shall offer instruction through but not beyond the second year of college.”)

Repeatable courses that are active participatory courses in physical education, visual arts, or performing arts that are related in content to one or more other courses: In some

instances a course properly designated as repeatable, because the course is necessary to meet the major requirements of CSU or UC for completion of a bachelor’s degree, may also be an active participatory course in physical education, visual arts, or performing arts and related in content to one or more other courses (i.e., the courses have similar primary educational activities in which skill levels or variations are separated into distinct courses). These types of courses are discussed more fully later in these guidelines in the section entitled Active Participatory Courses – Limitations (page 24). There is NO expectation that all repeatable courses will be related in content to other courses. For example, it is perfectly acceptable to have a performing arts course designated as repeatable and for that course not to be related in content to any other course offered by the district. Put another way, not all repeatable courses need to be part of a “family” of courses. Some courses may not fit within the definition of courses that are related in content. (§ [55000\(l\)](#), “those courses with similar primary educational activities in which skill levels or variations are separated into distinct courses...”)

Apportionment limit: Districts may claim apportionment for the attendance of students in courses properly designated as repeatable for up to four semester or six quarter enrollments. The limit of four semester or six quarter enrollments applies even if the student receives a substandard grade or a W during one or more of the enrollments. (§ [58161\(d\)](#).) See discussion later in these guidelines in the section entitled Active Participatory Courses - Limitations (page 24) for apportionment limits for courses properly designated as repeatable which are also active participatory courses in physical education, visual arts, and performing arts.

Audit documentation requirements: As set forth in the general section above, districts are responsible for maintaining the records necessary for the Chancellor’s Office, Auditor General, and/or the auditor retained by the district (pursuant to Education Code section 84040) to independently determine the adequacy of the course enrollment, attendance, and disenrollment information that forms the basis of the full-time equivalent student (FTES) reported claimed by the district for state apportionment purposes. (§ 58030.) In the case of courses determined by a district to be repeatable because the repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor’s degree, districts must maintain a copy of the documentation supporting their claim, such as the applicable CSU or UC catalog or a print out from the CSU or UC website. An informal letter from a faculty member would not be appropriate as it is not an official document that is binding on CSU or UC. Also, inclusion of a course with a Transfer Model Curriculum requirement is not in itself sufficient to justify repeatability. Districts must maintain the required documentation for the time set forth in section [59026](#) for records basic to an audit.

2) Intercollegiate Athletics (§ [55041\(a\)\(2\)](#)):

District policy may designate courses in intercollegiate athletics as repeatable. Intercollegiate athletic courses are limited to the following:

- those courses in which student athletes are enrolled to participate in an organized competitive sport sponsored by the district, or
- a conditioning course which supports the organized competitive sport.
(§ [55000\(q\)](#).)

These types of courses are intended to be narrowly construed, meaning the course is either the one that the athlete must be enrolled in to participate in the sport that is sponsored by the district or the course that is devoted to conditioning the athlete to safely participate in the competitive sport. Typical sports theory courses, e.g., courses in which students watch a game film and discuss the film with coaches, are not **conditioning** courses that support the organized competitive sport and thus, are not courses that a district may properly designate as repeatable.

Student enrollment limit: The regulations do not specify the maximum number of times a student may enroll in the same intercollegiate athletic course. However, student athletes are required to enroll in a minimum number of degree applicable units. Colleges should check the most recent regulations of the California Community College Athletic Association to determine if they are in compliance.

Typical sports theory courses, e.g., courses in which students watch a game film and discuss the film with coaches, are not conditioning courses that support the organized competitive sport and thus, are not courses that a district may properly designate as repeatable.

Apportionment limit: Unlike other repeatable courses, apportionment limits for repeatable courses in intercollegiate athletics are governed by two separate regulations, section [58161\(d\)](#) and section [58162](#). Section [58161\(d\)](#) limits the apportionment a district may receive for the student's attendance in a course properly designated as a repeatable intercollegiate athletic course to up to four semester or six quarter enrollments in that course as defined in section [55000\(l\)](#). If the properly designated repeatable intercollegiate course is offered for variable units, each enrollment in the course counts toward the enrollment limit of four regardless of the unit value of each enrollment. Thus, if a student enrolls in a conditioning course in support of soccer (which has been properly designated as a repeatable intercollegiate athletic course) for .5 units during the summer session and the same course, but for 2 units during the spring session, the student will have enrolled in the same course two times and the college can claim apportionment for those two enrollments plus up to two more enrollments, but no more. (See section 58162, discussed below for additional apportionment limitations.) Put another way, the unit value of the course (even if it varies by term) is not relevant in determining the total number of enrollments.

Section [58162](#) specifies that a district may claim apportionment for the attendance of students in intercollegiate athletic courses of no more than 350 contact hours per enrolled student for each sport each fiscal year. A fiscal year starts July 1 and ends the following June 30. (§ 58003.4.) Of the 350 contact hours per fiscal year, a district may claim no more than 175 contact hours per fiscal year in intercollegiate athletic courses dedicated to the sport and no more than 175 contact hours per fiscal year in intercollegiate courses that focus on conditioning or skill development for the sport. Thus, for example, if a student enrolls multiple times in an intercollegiate athletic course dedicated to the sport and reaches 175 contact hours in less than four semester or six quarter enrollments in a given fiscal year, then, notwithstanding section [58161\(d\)](#), the maximum number of enrollments that a district may claim apportionment for in the intercollegiate athletic course dedicated to the sport during that fiscal year is the number through which the student reached the 175 hour limit. Put another way, if each enrollment in the intercollegiate athletic course dedicated to the sport nets 50 student contact hours, then the maximum number of enrollments a district could receive apportionment for, would be three semester or five quarter enrollments, as the fourth semester or sixth quarter enrollment would exceed the 175 hour limit. Districts must institute controls to truncate contact hours to allowable amounts. This limitation on class hours for apportionment purposes has no bearing on the total number of hours that may be required of a student in a given sport.

The regulations do not restrict how districts may distribute the 175 contact hours in intercollegiate courses that focus on conditioning or skill development for the sport for an eligible student throughout the fiscal year, whether in the same semester as the sport, in a different semester, or in summer, so long as the student does not exceed 175 total hours during the entire fiscal year. However, districts should consult the Bylaws and other rules adopted by the California Community College Athletic Association which further restrict how these hours may be distributed. (See Bylaw 3.19, www.cccaasports.org/constitution.asp.)

Red-shirting and gray-shirting: As set forth above, the regulations do not limit the number of times a student athlete may enroll in a course properly designated as repeatable pursuant to section [55041\(a\)\(2\)](#). However, apportionment is limited to the student’s attendance in courses properly designated as repeatable for a maximum of four semester or six quarter enrollments. (§ [58161\(d\)](#).) The regulations do not prohibit district policy from allowing students to enroll in the course more than four times for semesters or six times for quarters as long as apportionment is not claimed and the student meets all other applicable requirements.

3) Intercollegiate academic or vocational competition (§ [55041\(a\)\(3\)](#)):

Districts may designate intercollegiate academic or vocational competition courses as repeatable. Intercollegiate academic or vocational competition courses are very narrowly defined as courses that meet the following criteria:

- the course must be designed **specifically** for participation in non-athletic competitive events,
- the competition must be between students from different colleges,
- the competition must be sanctioned by a **formal** collegiate or industry governing body, **AND**
- the participation in the sanctioned competitive event between students from different colleges must be a course requirement and that requirement must be specified in the course content and objectives pursuant to subdivisions (a) or (b) of section 55002.

(§ [55000\(p\)](#).)

Thus, a course in which a student might compete in an event against students from other colleges is not sufficient to meet these criteria. The competition between students from different colleges **must be required** of all students enrolling in the course and it **must be the primary purpose of the course**. The competition must be sanctioned by the district (e.g., American College Theater Festival, Students in Free Enterprise, music competitions, student government, or Model United Nations).

Student enrollment limit: Students enrolled in a course properly designated by the district as a repeatable intercollegiate academic or vocational competition course are limited to enrollment in the course for no more than four times for semesters or six times for quarters.

These limitations also apply to all courses that are related in content to the intercollegiate academic or vocational competition course properly designated by the district as a repeatable course. Courses that are related in content include “those courses with similar primary educational activities in which skill levels or variations are separated into distinct courses with different student learning outcomes for each level or variation.” (§ [55000\(l\)](#).) Thus, if Forensics 1, 2, 3, and 4 are properly designated as repeatable a student would be entitled to enroll in each course one time, or to enroll in one course up to four semesters or six quarters, or another combination, not to exceed a total of four enrollments for semesters and six enrollments for

quarters. These enrollment limitations apply even if the student receives a substandard grade or W during one or more of the enrollments. The limitations also apply if the student petitions for repetition of the repeatable course due to extenuating circumstances as provided in section [55045](#). Of course, district policy can further restrict the enrollments.

Apportionment limit: A district may claim state apportionment for attendance in academic or vocational competition courses that are properly designated as repeatable or academic or vocational competition courses that are related in content and likewise properly designated as repeatable up to four times for semester courses and six times for quarter courses. Like the student enrollment limitations, the apportionment limitation applies even if the student receives a substandard grade or W during one or more of the enrollments. (§ [58161\(d\)](#).)

Alleviation of Substandard Academic Work (§§ 55040(b)(2), 55042)

Substandard academic work is course work for which a student is assigned a D, F, FW, NP or NC. The student may seek to alleviate prior substandard academic work by enrolling in the same course again.

Student enrollment limit: For courses that are not designated as repeatable, district policy may permit students to enroll in the course up to three times or until the student receives a satisfactory grade in that course, whichever comes first. District policy may permit a student to file a petition requesting to enroll a fourth time in the course to alleviate substandard work.

For courses that are designated as repeatable, the student seeking to alleviate a substandard grade may enroll in the course only up to the maximum number of enrollments permitted by section [55041](#).

Grade/credit: For courses that are not designated as repeatable within the meaning of section [55041](#), the first two substandard grades may be excluded in computing the student's grade-point average. (§ [55042\(c\)](#).) For courses that are designated as repeatable, only the most recent substandard grades may be excluded in computing the student's grade-point average. (§ [55042\(c\)](#).)

Apportionment limit: For courses that are not designated as repeatable, apportionment may be claimed for the attendance of students for no more than three enrollments. (§ [58161\(c\)](#).) Of course, if the student receives a satisfactory grade prior to three enrollments, then no further enrollments may be claimed for apportionment unless another provision permits an additional enrollment, such as extenuating circumstances within the meaning of section [55045](#). If a district permits a student to enroll a fourth time in a course to alleviate substandard work, pursuant to petition as discussed above, the district may not claim apportionment for that enrollment.

For courses that are designated as repeatable, apportionment may be claimed for the attendance of students for no more than the number of enrollments permitted pursuant to section [55041](#) or for four semester enrollments or six quarter enrollments, whichever is less. (§§ [55042\(c\)](#), [58161\(d\)](#).)

Significant Lapse of Time (§§ 55040(b)(3), 55043)

Student enrollment limit: District policy may permit or require students to enroll again in a course pursuant to the significant lapse of time exception if the following conditions are met:

- at least 36 months, or more if required by district policy, has elapsed since the student previously was assigned or awarded a grade in the course;
- the student’s prior grade was a satisfactory grade (§ [55000\(w\)](#)); and either
 - the course is required by the district as a properly established recency prerequisite (§ 55003); or
 - another institution of higher education to which the student is seeking to transfer requires the student to have taken the course more recently than the student’s last enrollment.

The significant lapse of time exception cannot be used if the student did not earn a satisfactory grade the last time he or she enrolled in the course.

Although district policy previously could allow students to petition to enroll again in a course for various locally defined reasons, significant lapse of time can now only be used as a basis for a repetition if the student needs to meet a recency prerequisite. In addition, while districts were previously permitted to determine the length of time constituting a significant lapse of time, beginning in January 2013, a district cannot adopt a policy that allows a student to take the course again if less than 36 months has elapsed since the prior grade was obtained **unless** a shorter length of time is specifically required by the institution of higher education to which the student seeks to transfer. The district policy must require the student to petition for this exception, documenting that the additional enrollment less than 36 months since the grade was obtained from the prior enrollment is necessary for the student’s transfer to the institution of higher education. (§ [55043\(a\)\(2\)](#).) For purposes of calculating the 36 month period, a grade is typically “obtained by a student” when the grade is assigned or awarded to the student and transcribed.

Student enrollment limit – significant lapse of time and active participatory courses in physical education, visual arts, or performing arts: In the event that the course in which the student seeks an additional enrollment is an active participatory course in physical education, visual arts, or performing arts, or a course that is related in content to an active participatory course in physical education, visual arts, or performing arts, that the student previously enrolled in, then any subsequent enrollment in that course or the related course pursuant to the significant lapse of time exception will count toward the student’s total enrollment limitation as set by district policy (which can be no more than four for semesters or six quarters). (Please also see the

EXAMPLE 2: A student took Algebra in 1990 and was assigned an A. In 2013, the student wants to take Statistics. A properly established prerequisite for Statistics at the district is Algebra within the past five years. The student can, pursuant to the significant lapse of time exception, take Algebra again. The student takes Algebra and receives a D, but during that term the student's mother became gravely ill. If the district determines that extenuating circumstances existed within the meaning of section 55045, the district may permit the student to take Algebra an additional (third) time.

discussion later in these guidelines regarding Active Participatory Courses – Limitations, page 24.) However, if the student has already exhausted the enrollment limit, the district may permit or require one additional enrollment due to the significant lapse of time exception. (§ [55043\(b\)](#).)

Student enrollment limit – significant lapse of time and extenuating circumstances: District policy may permit a student who has properly repeated a course pursuant to the significant lapse of time exception to repeat the course an additional time if the district finds that the student's previous grade (i.e., the grade assigned on the repetition allowed pursuant to the significant lapse of time exception), was due, at least in part, to extenuating circumstances as set forth in section [55045](#).

(See Example 2). Please also see discussion later in these

guidelines regarding extenuating circumstances, page 19.

Student enrollment limit – significant lapse of time and alleviation of substandard grades: Once a student achieves a satisfactory grade, a student may no longer repeat a course pursuant to the alleviation of substandard grade exception. (§ [55042\(b\)](#), “[i]f a student repeats a course which is

EXAMPLE 3: Same scenario as in Example 2 above; however, the extenuating circumstances exception does not apply (either the student did not petition for it, or the student did and the district did not find that extenuating circumstances existed). The student may not repeat the course pursuant to section 55042 to alleviate the substandard grade.

not designated as a repeatable course and receives a satisfactory grade, then he or she may not repeat the course again pursuant to this section [[§ 55042](#). Course Repetition to Alleviate Substandard Academic Work.] and any further repetition of the course must be authorized by another provision of this division.”) As a student must have received a satisfactory grade in order to repeat a course pursuant to the significant lapse of time exception, district policy may not permit a student to repeat that course pursuant to section [55042](#), alleviation of substandard grades.

(See Example 3.)

Student enrollment limit – significant lapse of time and withdrawals: If a student properly repeats a course pursuant to the significant lapse of time exception and is assigned a W, the student may enroll in the course again, provided that the student has not exceeded the number of withdrawals permitted by district policy pursuant to section [55024\(a\)\(9\)](#). In no case may district policy permit more than three withdrawals. (See Example 4 located at the top of page 17.)

Grade/credit: District policy may permit the prior grade and credit to be disregarded in computing the student's GPA. (§ [55043\(c\)](#).)

Apportionment limit: Districts may claim apportionment for the attendance of a student for the student's additional enrollment pursuant to the significant lapse of time exception if all the required conditions have been met. (§ [58161\(e\)\(1\)](#).)

Apportionment limit – significant lapse of time and extenuating circumstances: As set forth above and in Example 2, if a student is allowed to repeat a course because he or she meets the requirements for repetition due to a significant lapse of time, a student may subsequently repeat that course again if the district determines that extenuating circumstances within the meaning of section [55045](#) authorize the additional repetition. In these circumstances, the district may claim apportionment for the additional enrollment allowed pursuant to the extenuating circumstances, even if that enrollment happens to be the student's fifth in the same credit course. (See Example 5.)

Apportionment limit – significant lapse of time and alleviation of substandard grades: As explained above, a student permitted to enroll again in a course pursuant to the significant lapse of time provision, may not thereafter be permitted to enroll in that course again pursuant to the alleviation of substandard grade provision. Of course, districts may never claim apportionment for student enrollments that are not permitted.

Apportionment limit – significant lapse of time and withdrawals: As set forth above, students who have not otherwise exceeded the district's withdrawal limit may be permitted to withdraw from a course repeated pursuant to the significant lapse of time exception. However, districts can only claim apportionment for the attendance of a student who receives a satisfactory grade one time unless an exception applies. (§ [58161\(b\)](#).) An exception that allows the district to claim one additional enrollment for apportionment is the significant lapse of time exception (section [58161\(e\)\(1\)](#)), but no exception allows a district to claim apportionment for additional enrollments once a

EXAMPLE 4: Same scenario as in Examples 2 and 3, but the student properly withdrew from the course he or she was repeating pursuant to the significant lapse of time exception and was assigned a W. Provided the number of withdrawals received by the student for all prior enrollments in the course does not exceed the number of withdrawals permitted by district policy (which cannot be more than three) the student may withdraw from the course and enroll in the course again. (However, see discussion regarding apportionment limits for significant lapse of time and withdrawals.)

EXAMPLE 5: Same student as above; however, in 1990 the student originally was assigned a D, repeated the course pursuant to the alleviation of substandard grade provision, was assigned another D, again repeated pursuant to the alleviation of substandard grade provision and on this attempt received a B. In 2013, the student wants to take Statistics, as explained in Example 2 the student can repeat the course pursuant to significant lapse of time. However, as in Example 2, the student's mother became gravely ill and the district properly determined extenuating circumstances existed within the meaning of section 55045, the district can permit the student to take Algebra an additional (fifth) time and the district will be paid for all five enrollments. (§ [58161\(c\)](#).)

satisfactory grade has been previously received for a course not designated as repeatable. (§ [58161](#).) Therefore, districts may want to adopt policies limiting the number of withdrawals permitted by students who are repeating a course pursuant to the significant lapse of time provision.

Variable Unit Open-Entry/Open-Exit Course (§§ 55040(b)(4), 55044)

Student enrollment limit: District policy may permit students to enroll multiple times in variable unit open-entry/open-exit courses meeting the requirements of section 58164. The enrollments are limited to the number of times necessary for the student to complete one time the entire curriculum of the course as described in the corresponding course outline of record. (See Example 6.)

EXAMPLE 6: A student may enroll in a 1-4 unit variable unit course four times, progressively enrolling in each of the course's individual units and associated educational content at each enrollment; or in the same course a single time for all four of the course's units.

Except in four circumstances, a student may not enroll more than one time in (repeat) each portion of a course offered for variable unit on an open-entry/open exit basis. (§ [55044\(a\)](#).) The four circumstances in which a student may repeat a portion of the course are as follows:

- the course is required for legally mandated training,
- the course is a special class for students with disabilities,
- extenuating circumstances, or
- alleviation of substandard work.

Active participatory courses in physical education, visual arts, and performing arts are not permitted to be repeated pursuant to this section even if they are offered on a variable unit open-entry/open-exit basis.

Grade/credit: If one of the circumstances applies that allows a student to repeat a portion of a variable unit open-entry/open-exit course, district policy may permit the previous grade and credit to be disregarded in computing the student's GPA. (§§ [55042\(b\)](#), [55044\(a\)\(4\)](#).) Otherwise, the general rule is that the district's grading policy must require that all work in all credit courses be graded consistent with section [55023](#), which specifies the point value for grades. (§ [55021\(b\)](#).)

Apportionment limit: The apportionment limit is the same as the enrollment limit for students-as many times as is necessary to complete the course once. (§ [58161\(f\)\(3\)](#).) As section [58161](#) requires colleges to record an evaluative or nonevaluative symbol (e.g., a grade or a W symbol) in order to be counted as an enrollment eligible for apportionment, districts will need to have procedures in place for course withdrawal from these courses.

As set forth above, under only four circumstances may a student enroll more than once in a portion of the variable unit course offered on an open-entry/open-exit basis. The district may receive apportionment for each of those enrollments in a portion of the course up to the applicable student enrollment limit. For example, if the additional enrollment in the portion of the course is to alleviate substandard work, then the district will be reimbursed for no more than three enrollments in that portion of the course. (§ [58161\(c\)](#).)

Extenuating Circumstances (§§ 55040(b)(5), 55045)

Student enrollment limit: District policy may permit a student to enroll again in a course if the student’s previous grade in that course was due, at least in part, to extenuating circumstances. The grade achieved by the student in the previous enrollment can be substandard or passing, which include A, B, C, D, F, P, NP and if used by the district FW. (§ [55023\(a\)](#) and [\(c\)](#).) A student receiving a nonevaluative symbol cannot re-enroll in a course as a result of extenuating circumstances. Nonevaluative symbols are I, IP, RD, W and MW. (§ [55023\(e\)](#).)

The district’s policy may designate the following circumstances as extenuating:

- verified cases of accidents,
- verified cases of illness, or
- other circumstances beyond the control of the student.

Districts may only allow a student to enroll again in a course if

- the student achieved a grade in the previous enrollment,
- the student files a petition, and
- the district or its designee grants the petition based on a finding that the previous grade was a result, at least in part, of an extenuating circumstance.

(§ [55045\(b\)](#).)

Extenuating circumstances and active participatory courses that are related in content: As explained in more detail below in the section entitled Active Participatory Course Limitations, students are limited to four semester or six quarter enrollments in active participatory courses in physical education, visual arts, or performing arts that are related in content. The limitation of four semester or six quarter enrollments in courses related in content applies even if the district grants a student’s petition to re-enroll in one of the related courses due to extenuating circumstances. (§ [55040\(c\)](#).) (See Example 7.)

Extenuating circumstances and intercollegiate academic or vocational competition courses that are related in content: As explained above in the section entitled The Three Types of Courses that a District may

EXAMPLE 7: If a student who has taken Piano 1 and Piano 2 then earns a grade for Piano 3 that was at least in part the result of “extenuating circumstances,” the district policy may allow the student to re-take Piano 3 due to “extenuating circumstances” but it would count as the fourth and final enrollment.

Designate as Repeatable, and in the subsection entitled Intercollegiate academic or vocational competition on page 13, students are limited to four semester enrollments or six quarter enrollments in intercollegiate academic or vocational competition courses that are related in content. The limitation of four semester or six quarter enrollments in courses related in content applies even if the district grants a student’s petition to re-enroll in an intercollegiate academic or vocational competition course due to extenuating circumstances. (§ [55041\(a\)\(3\)](#).) (See Example 8.)

EXAMPLE 8: If a student completes Forensics-Debate and Forensics-Poetry and attempts Forensics-Prose but obtains a grade for a reason that is later determined to result from “extenuating circumstances,” the district policy may allow the student to re-take Forensics-Prose but that would count as the fourth and final enrollment.

Grade/credit: District policy may permit the previous grade and credit of a student properly re-enrolling in a course as a result of an extenuating circumstance to be disregarded. (§ [55045\(b\)](#).)

Apportionment limit: Districts may claim state apportionment for one additional enrollment for the attendance of a student re-enrolling in a course as a result of extenuating circumstances if all the requirements of section [55045](#) are met. (§ [58161\(e\)](#).)

Occupational Work Experience (§ 55040(b)(6))

Occupational work experience and general work experience are types of cooperative work experience. (§ [55252](#).) Occupational work experience “is supervised employment extending classroom occupational learning at an on-the-job learning station relating to the students’ educational or occupational goal.” (§ [55252\(b\)](#).) General work experience, on the other hand, does not have to be related to the students’ education goals but is supervised employment that helps the student acquire “desirable work habits, attitudes and career awareness.” (§ [55252\(a\)](#).)

Student enrollment limit: General and occupational work experience courses previously could not, and still cannot, lawfully be designated by a district as a repeatable course within the meaning of section [55041](#). However, the law previously allowed and continues to allow districts, under the circumstances specified in section [55253](#), to permit students to enroll multiple times in an occupational work experience course. This exception still does not allow for students receiving a satisfactory grade to re-enroll in (or repeat) a general work experience course. However, another provision might allow the student to repeat the general work experience course. For example, if the student received a substandard grade in a general work experience course, the student may be permitted to enroll again in the same course to alleviate that grade pursuant section [55042](#). (§ [55040\(b\)\(6\)](#).)

Pursuant to section [55253](#), districts may permit students to enroll multiple times in an occupational work experience course if all of the following conditions are met:

- the district only offers one course in a given occupational work experience field,
- the one course offered is not offered as a variable unit open-entry/open-exit course,

- the student permitted to enroll in the course again does not exceed a total of 16 semester or 24 quarter credit hours in cooperative work experience education, which includes general work experience education as well as occupational work experience education, and
- the student does not exceed the maximum of eight credit hours earned in one enrollment period in occupational work experience education.

Grade/credit: Each grade received by the student in the occupational work experience must be included in the calculation of the student’s grade-point average. (§ [55040\(b\)\(6\)](#).)

Apportionment limit: Districts may claim state apportionment for the attendance of students in credit courses for enrollments in cooperative work experience courses without limitation to the extent permissible pursuant to sections [55040\(b\)\(6\)](#) and [55253](#). (§ [58161\(f\)\(4\)](#).) While section [58161\(f\)\(4\)](#) does not specify that apportionment can only be claimed for additional enrollments in occupational and not general work experience, and instead uses the more general term of “cooperative work experience,” since students are only lawfully permitted to enroll again in occupational work experience courses, apportionment necessarily can only be claimed for re-enrollment by students in occupational work experience courses. (§ [55040\(b\)\(6\)](#), “permit a student to repeat a course in occupational work experience under the circumstances described in section [55253](#).” Emphasis added.) Thus, if the conditions are met for the student’s re-enrollment in the occupational work experience course then districts will be able to claim apportionment for each enrollment by the student in the course. (§ [58161\(f\)\(4\)](#).)

Special Classes for Students with Disabilities (§ 55040(b)(7))

Beginning January 2013, districts may not designate or approve special classes as repeatable (criteria for the “special class” designation is provided by section 56028). However, as a practical matter, this change should not have an impact on students with disabilities re-enrolling in a special class as a disability related accommodation if one of the reasons set forth in section [56029](#) applies.

Student enrollment limit: Section [56029](#) requires districts to develop policies and procedures allowing students with disabilities to enroll again in special classes in any of three circumstances:

- 1) the student’s success in other classes (general and/or special) is dependent upon additional repetition of the special class,
- 2) the student’s need to enroll again in the specific special class to be prepared for enrollment in other regular or special classes, or
- 3) the student’s educational contract specifies a goal in which additional enrollments in the special class will help further that goal. The goal must be a goal other than completion of the special class in question.

(§ [56029](#).) Therefore, while the course itself cannot be designated as repeatable, students with disabilities meeting one of the circumstances set forth in section [56029](#) will be allowed to enroll multiple times in the special class.

To determine whether a student’s repetition of a special class is appropriate, *Implementing Guidelines for the Title 5 Regulations for Disabled Student Programs and Services* (DSPS) recommends that “[t]he college should have such students apply at each enrollment period for re-evaluation of their circumstances.” Please check for the most up-to-date information regarding DSPS on the California Community Colleges Chancellor’s Office website at www.cccco.edu.

Grade/credit: Districts may claim the student’s previous grade and credit to be disregarded in computing the student’s GPA each time the course is repeated.

Apportionment limit: Districts will receive apportionment for the attendance of a student with a disability in a special class if the requirements set forth in section [56029](#) are met. (§ [58161\(f\)\(2\)](#).)

Legally Mandated Courses (§ 55040(b)(8))

Student enrollment limit: District policy may permit students to re-enroll in courses that it determines are legally mandated. A district may determine that a course is legally mandated if the course is “required by statute or regulation as a condition of paid or volunteer employment.” (§ [55000\(k\)](#), and see Example 9.) This requirement is two-fold:

- the course is required by a statute or regulation as a condition of employment, **AND**
- the student is employed or actively seeking to be employed for a paid or volunteer job for which the course is required.

The intent of this exception that allows repetition for legally mandated courses is to assist students to maintain or obtain employment where such employment requires regular renewal of specific courses or course types. There must be a direct nexus between the course outcomes

and the employment. Usually, the employment will require a license or a certificate that successful completion of the course will provide, such as CPR in Example 9, or an American Red Cross Lifeguard certificate, or an American Red Cross basic first aid certificate and the course outline of record will specify this as a primary objective of the course. This exception, which permits repetition for legally mandated courses, is not intended to give students in specialized educational programs an opportunity to repeat a course simply because a statute or regulation is implicated. For instance, a student in a nursing program would not be entitled to repeat a course pursuant to the legally mandated exception simply because the related nursing program curriculum may be identified or delineated in statute or regulation. (Of

EXAMPLE 9: A student is the director of day care center. Section 1596.866 of the Health and Safety Code requires that the director be trained in pediatric cardiopulmonary resuscitation (CPR). The student may repeat the pediatric CPR course after the student’s prior CPR certification expires as the course is legally mandated for that student’s employment.

course, another exception might allow repetition of a course such as alleviation of a substandard grade.) However, a registered nurse currently employed (or even actively seeking employment) would be permitted to repeat a CPR course pursuant to the legally mandated exception as a valid CPR certificate is required of all registered nurses. Similarly, an architect student would not be permitted to repeat an architecture course pursuant to this exception because the student is intending to be employed in the architecture field upon graduation or at some future date.

A student may re-enroll in a course that the district determines to be legally mandated even if the student's previous enrollment resulted in substandard work. The district may allow the student to re-enroll in the course as many times as needed as long as the district has determined that the course is legally mandated as defined in section [55000\(k\)](#).

Audit documentation requirements: Districts must maintain documentation sufficient to show that the course is required by statute or regulation as a condition of employment, and the student is employed or seeking to be employed for a paid or volunteer job for which the course is required. Although districts are ultimately responsible for ensuring that adequate documentation exists to support their determination that repetition is allowable because the course is legally mandated for the student (i.e., meets both requirements set forth above), districts may, by policy, require the student to certify or document that re-enrollment in that course is legally mandated as required by statute or regulation for that student's own paid or volunteer employment. For instance in Example 9 (page 22), the district can require that the student certify that he or she is the director of the day care center. Of course, the district must also maintain evidence of the Health and Safety Code section that requires a director of a licensed day care center to be trained in pediatric CPR. If the student is seeking employment at the day care center as a director, the district can ask the student to produce evidence, such as a job announcement or job description, coupled with a certification by the student that he or she is applying for the director position to establish that the student needs the course for employment.

Grade/credit: District policy may not allow previous grade(s) and credit(s) to be disregarded in computing the student's GPA. (§ [55021\(b\)](#).)

Apportionment limit: A district will be able to claim apportionment for the attendance of a student repeating a legally mandated course if the requirements set forth above are met. As long as the requirements are met for each re-enrollment there is no limit on the enrollments for which the district may claim state apportionment. (§ [58161\(f\)\(1\)](#).)

Significant Change in Industry or Licensure Standards (§ 55040(b)(9))

Student enrollment limit: District policy may permit students to re-enroll in courses where there has been such a change in industry or licensure standards that repetition of the course is necessary for employment or licensure. This requirement is two-fold:

- that there has been a **significant** change in the industry or licensure standards since the student previously took the course, **AND**
- the student must take the course again for employment or licensure.

The change should be one that without the updated course, the student could not obtain or maintain his or her employment or license. For example, a state-licensed construction contractor may request to re-enroll in a course on building codes. Repetition of this course would be allowable if those codes changed since the student last took the course and the student could not remain state licensed without taking the course again.

Audit documentation requirements: Although districts are ultimately responsible for ensuring that adequate documentation exists to support their determination that repetition is allowable, districts may, by policy require the student to document that re-enrollment in that course is necessary as a result of a significant change in industry or licensure standards. Adequate documentation must demonstrate the significant change in industry or licensure standards since the student previously took the course, **AND** the student’s need to take the course again for employment or licensure. A letter from the student’s current or prospective employer stating that the student must take the course again for employment coupled with documentation of the significant change in the industry standard since the student last took the course is an example of adequate documentation.

Grade/credit: District policy may not allow previous grade(s) and credit(s) to be disregarded in computing the student’s GPA. (§ [55021\(b\)](#).)

Apportionment limit: Districts may claim apportionment for the attendance of a student repeating these courses if the requirements set forth above are met. As long as the requirements are met for each re-enrollment there is no limit on the enrollments for which the district may claim state apportionment. (§ [58161\(f\)\(8\)](#).)

Active Participatory Courses - Limitations (§ 55040(c))

Additional enrollment limits have been placed on certain types of active participatory courses that are related in content. An active participatory course is one in which “individual study or group assignments are the basic means by which learning objectives are obtained.” (§ [55000\(a\)](#), and see [Appendix B - table 4](#).) As with all other courses, unless an exception

EXAMPLE 10: Using a semester-based example, if a district offers various physical education courses in snow sports, including levels [e.g., beginning, intermediate and advance skiing] and variations [snowboarding, telemarking, Nordic] a student could enroll in no more than four of these snow sport courses as they are all active participatory courses in physical education that are related in content.

to the general rule applies students receiving a satisfactory grade in an active participatory course may not enroll in that course again. (See [Appendix B - table 1](#), Student Repetition – satisfactory grade received.) Also as with all other courses, a student **NOT** receiving a satisfactory grade in a prior enrollment in an active participatory course may enroll again in the course up to two more times to alleviate the substandard grade unless circumstances allow additional enrollment(s). (See [Appendix B - table 2](#), Student Repetition – satisfactory grade **NOT** received.)

To reiterate, the foregoing limitations are the same for all credit courses, whether active participatory courses or not. Additional aggregate limitations come into play for only three types of active participatory courses:

- physical education⁵,
- visual arts, and
- performing arts.

The limitation for these three types of active participatory courses is in addition to the individual enrollment limitations set forth above (and summarized in [Appendix B - tables 1 and 2](#)). Students are limited to four aggregate semester enrollments or six aggregate quarter enrollments in courses that are related in content. (See Examples 10, 11 and 12.) Withdrawals and substandard grades are included in determining a student’s total enrollments.

Course levels or variations explained: Much discussion has taken place regarding the terms variations, levels, families etc. In reality, the term used to label the grouping of courses does not matter; what is significant is that if a course is an active participatory course in physical education, visual arts, or performing arts and is related in content within the meaning of section [55000\(I\)](#) to other courses students shall be permitted to enroll in no more than four semesters or six quarters of the courses that are related in content. Courses are related in content when the courses have “similar primary educational activities in which skill levels or variations are separated into distinct courses with different student learning outcomes for each **level or variation.**” (§ [55000\(I\)](#), emphasis added.)

EXAMPLE 11: If a district that operates on a semester system offers six variations of theater (Tragedy Ensemble, Tragedy Supporting Role, Tragedy Starring Role, Comedy Ensemble, Comedy Supporting Role, Comedy Starring Role), a student may enroll in up to four of the six variations of the theater courses as they are all active participatory courses in performing arts that are related in content.

If courses are not distinct and do not have different student learning outcomes for each level or variation then the courses are effectively the same course and a student cannot take the same course more than once (i.e., repeat a course) unless an exception applies that specifically allows the student to repeat the course and no other enrollment limitation precludes the repetition.

⁵ Physical education means, “instruction in the development and care of the body ranging from simple calisthenic [sic] exercises to a course of study providing training in hygiene, gymnastics, and the performance and management of athletic games.” (www.merriam-webster.com/dictionary.)

EXAMPLE 12: If a district offers a group of courses related in content in painting (Introductory Painting, Intermediate Painting, Advanced Painting, Watercolor Painting, Plein Air Painting), a student would normally be allowed to enroll in up to four of the classes, but if the student were to withdraw from or receive a substandard grade in one of the courses and later wished to attempt the same course again, then the student would be allowed up to two additional enrollments for a total of no more than four enrollments in the courses that related in content.

Thus, a course in badminton that was a repeatable activity course under the prior version of the regulations that is simply divided into two or more courses without substantial additions of course content and objectives is not likely to be considered “distinct courses with different student learning outcomes for each level or variation.” As such, a student could only take one of the offered badminton courses.

Districts should keep in mind when creating levels or variations of courses the requirement that each course must be distinct and have different student learning outcomes for each level or variation. If levels and/or variations of an active participatory course in physical education, visual arts, or performing arts have distinct and different student learning outcomes, but have similar primary educational activities, then they are related in content and the related content limitation would apply. It would be highly unusual for levels of a course not to be related in content.

A note about physical education courses: The term physical education course is not limited to courses that are TOP coded as physical education but includes all courses meeting the generally accepted definition of a physical education course (see footnote 6). For example, courses TOP coded as dance or kinesiology may in many cases still be a physical education course to which

Districts should keep in mind when creating levels or variations of courses that each course must be distinct and have different student learning outcomes for each level or variation. (§ 55000(l).)

the related course limitation would apply. While intercollegiate athletic courses technically fit within the definition of a physical education course, they have been specifically defined as courses “in which a student athlete is enrolled to participate in an organized competitive sport sponsored by the district or a conditioning course which supports the organized competitive sport.” (§ 55000(q).)

Thus, the limitations applicable to active participatory courses in physical education that are related in content do not also apply to courses properly designated as intercollegiate athletic courses, but

they do apply to all other physical education courses regardless of how the course is TOP coded.

Courses related in content and the relationship with courses properly designated as repeatable: Simply put, a student may enroll in active participatory courses in physical education, visual arts, or performing arts that are related in content up to four times for semesters and six times for quarters. This limitation applies even if one or all of the courses are designated repeatable. The only difference is that if one or more of the courses is designated as repeatable, the student may enroll in the course designated as repeatable more than one time. However, all enrollments in courses (including enrollments in the same course) related in content count toward the maximum aggregate enrollment limitation. Thus, using a semester-based example, if a district has properly designated piano as a repeatable course because repetition of that course

is necessary to meet the major requirements of CSU or UC for completion of the bachelor's degree (section [55041\(a\)\(1\)](#)) and the district properly offers four piano courses (beginning piano, intermediate piano, advanced piano and elite piano, because the piano courses are active participatory courses in performing arts and the levels are related in content, a student is limited to four total aggregate enrollments, whether in a single course or in a combination of the courses. Because the course is repeatable, a student may take intermediate piano multiple times, or beginning, intermediate, advanced, and elite piano one time each, or any combination of piano courses, as long as the total enrollment in piano courses does not exceed four. The difference is that because the piano courses have been properly designated as repeatable (section [55041\(a\)\(1\)](#)), a student can take one of the courses more than once. If the courses had not been properly designated as repeatable, the student could only take each course one time (and then only if each of the courses has distinct and different learning outcomes for each level, otherwise the courses would be considered the same and a student could only enroll in one). Regardless of whether it is the same piano course, one of each piano course, or a combination thereof, the student is limited to four enrollments in piano courses.

Simply put, a student may enroll in active participatory courses in physical education, visual arts, or performing arts that are related in content up to four times for semesters and six times for quarters. This limitation applies even if one or all of the courses are designated repeatable.

A bit more complex is the determination of whether courses that are not levels of a subject are related in content. For example, a district may offer jazz piano, classical piano, blues piano, and rock piano. Of course, the district would need to first ensure that each course is distinct from the other piano courses and offers different student learning outcomes for each variation of piano. If so, and the courses have similar primary educational activities in which the variations are separated into the distinct courses, those courses would be considered related in content. Because the courses are related in content, and the courses are active participatory courses in performing arts, then the related content limitation applies. Therefore, a student could only enroll in a total of four piano courses, but each one only one time. However, if the district happened to designate one or all of these piano courses as repeatable pursuant to section [55041\(a\)\(1\)](#), then a student could take the same course multiple times, but the student would be limited to a total of four enrollments in piano courses. Whether it be jazz piano twice, blues piano once and rock piano once, or jazz piano four times, or each course only once, the aggregate in piano courses cannot exceed four, no matter how the student reaches this limit.

Even more complex is the determination of whether the related course limitation applies to certain large performance ensembles. Some colleges offer multiple types of large performance ensembles, such as Jazz Ensemble, Orchestra, Wind Ensemble, and Percussion Ensemble. Again, the courses must be distinct courses with different student learning outcomes for each variation (otherwise they could not be separate courses). The question then becomes whether the courses are related in content within the meaning of section [55000\(l\)](#). They are related in content if they have similar primary educational activities in which the variations are separated

into the distinct courses. The district, utilizing appropriate processes and personnel, will have to examine the course content and learning objectives of each course to determine whether the courses are related in content. The literature and techniques that are taught in Jazz may be completely different from those in Orchestra. Students in Percussion Ensemble might never take the Wind Ensemble class because they use totally different instruments. On the other hand, if a district wants to be more restrictive, these courses could be courses related in content (commonly referred to as “a family” of courses). In that case, the student would be limited to four semester or six quarter enrollments. If a college has properly designated any or all of the courses as repeatable because the courses are necessary for completion of a bachelor’s degree by CSU (section [55041\(a\)\(1\)](#)), then a student could take any one course multiple times, or each course once, or a combination thereof as long as the student does not exceed four semester or six quarter enrollments. Whichever determination the district makes, the criteria should be consistent throughout the curriculum so that all decisions are fairly applied to all disciplines.

Academic Renewal without Course Repetition (§ 55046)

Unlike the foregoing exceptions discussed in these guidelines, academic renewal is not an exception that permits a student to repeat a credit course. Academic renewal is the process by which a district allows a student to alleviate previously recorded substandard academic work which is not reflective of a student’s demonstrated ability. Substandard academic work means course work for which the grading symbol D, F, FW, NP or NC have been recorded. (§ [55000\(y\)](#).) Put another way, academic renewal allows qualifying students to have previous substandard academic work disregarded in the computation of their GPA. Academic renewal, however, is not an exception that permits additional repetitions of a course. Students may repeat a credit course only if allowed by another provision of section [55040](#) et seq.

Districts choosing to allow students to alleviate previously recorded substandard academic work pursuant to this provision are required to adopt policies and procedures governing academic renewal. The policies and procedures adopted by the district must include the following:

- a clear statement of the educational principles upon which the policies are based,
- the maximum course work that can be alleviated,
- the amount of work that the student must complete at a satisfactory level (minimum 2.00 GPA) before the prior substandard academic work may be alleviated,
- the length of time that must have elapsed since the coursework to be alleviated was recorded,
- courses that cannot be alleviated,
- the petition process, and
- the college personnel responsible for implementing the academic renewal process.

(§ [55046\(b\)](#).)

Grade/credit: District policy may permit qualifying students to have previous substandard academic work be disregarded in the computation of their GPA.

Apportionment limit: As academic renewal does not permit repetition of courses, it does not allow for any district granting a student academic renewal to claim any additional state apportionment.

Conclusion

The changes to the title 5 regulations governing course repetition were made for two main reasons:

- 1) to clarify ambiguous provisions in the prior regulations (e.g., activity courses) which created confusion and misconceptions among the districts as to what courses could be properly designated as repeatable, the circumstances in which a student could enroll multiple times in the same course that was not designated as repeatable, the limitations on enrollment in courses related in content in physical education, visual arts, and performing arts, and the interplay between repeatable and non-repeatable courses, and
- 2) to limit to one time the number of times a student could enroll in the same physical education, visual arts, or performing arts courses, except in very limited circumstances.

In response to these changes, districts will need to re-evaluate their district's policy on credit course repetition, course offerings, and in some cases rewrite curriculum. In doing so, districts should ensure that local responses to these regulatory changes, including the development of new courses, course revisions, groupings of courses "related in content," policies, and processes are consistent with the mission of the California Community Colleges in providing credit and vocational instruction at the lower division level (i.e., the first two years of instruction).

(Ed. Code, § 66010.4(a)(1).)

Appendix A – Applicable Regulations

Significant title 5 regulations⁶ cited in the Guidelines

55000. Definitions.

For the purpose of this chapter, the following definitions shall apply:

- (a) “Active participatory courses” are those courses where individual study or group assignments are the basic means by which learning objectives are obtained.
- (b) “Advisory on recommended preparation” means a condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program.
- (c) “All units attempted” means all units of credit for which the student has enrolled in the current community college district of attendance.
- (d) “CR” means “credit” and is a symbol used to denote that a student received credit for at least satisfactory work in a course taken on a “credit-no credit basis” prior to the Fall 2009 term.
- (e) “Community Services Offering” means a fee-supported community services class authorized pursuant to Education Code section 78300 and approved pursuant to subdivision (d) of section 55002 for which state apportionment is not claimed and credit is not awarded.
- (f) “Content review” means a rigorous, systematic process developed in accordance with sections 53200 to 53204, approved by the Chancellor as part of the district matriculation plan required under section 55510, and that is conducted by faculty to identify the necessary and appropriate body of knowledge or skills students need to possess prior to enrolling in a course, or which students need to acquire through simultaneous enrollment in a corequisite course.
- (g) “Contract Course” means a course which a community college district offers under a contract pursuant to Education Code section 78021 with a public or private agency, corporation, association, or other organization.
- (h) “Corequisite” means a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course.
- (i) “Course” means an organized pattern of instruction on a specified subject offered by a community college pursuant to subdivisions (a), (b) or (c) of section 55002.

⁶ The version of the regulations provided here are those in effect at the time of the release of these Guidelines, November 2013. Please visit <http://www.calregs.com/linkedslice/default.asp?SP=CCR-1000&Action=Welcome> for the official and most current version of the title 5 regulations.

(j) “Course repetition” occurs when a student who has previously received an evaluative symbol in a credit course, as set forth in section 55023, re-enrolls in that course and receives an evaluative symbol.

(k) “Courses that are determined to be legally mandated” are courses that are required by statute or regulation as a condition of paid or volunteer employment.

(l) “Courses that are related in content” are those courses with similar primary educational activities in which skill levels or variations are separated into distinct courses with different student learning outcomes for each level or variation.

(m) “Educational program” is an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education.

(n) “Enrollment” occurs when a student receives an evaluative or nonevaluative symbol pursuant to section 55023 in a credit course.

(o) “Extraordinary conditions” are those conditions meeting the requirements of section 58509(a) allowing a community college to provide a full refund of enrollment fees to a student.

(p) “Intercollegiate academic or vocational competition course” is a course that is designed specifically for participation in non-athletic competitive events between students from different colleges that are sanctioned by a formal collegiate or industry governing body. The participation in the event must be directly related to the course content and objectives pursuant to subdivisions (a) or (b) of section 55002.

(q) “Intercollegiate athletic course” is a course in which a student athlete is enrolled to participate in an organized competitive sport sponsored by the district or a conditioning course which supports the organized competitive sport.

(r) “NC” means “no credit” and is a symbol used to denote that a student did not receive credit for a course taken on a “credit-no credit basis” prior to the Fall 2009 term.

(s) “Necessary and appropriate” means that a strong rational basis exists for concluding that a prerequisite or corequisite is reasonably needed to achieve the purpose that it purports to serve. This standard does not require absolute necessity.

(t) “Noncredit basic skills courses” are those courses in reading, writing, computation, and English as a Second Language which are designated by the community college district as noncredit courses pursuant to subdivision (c) of section 55002.

(u) “Nondegree-applicable basic skills courses” are those courses in reading, writing, computation, and English as a Second Language which are designated by the community college district as nondegree-applicable credit courses pursuant to subdivision (b) of section 55002.

(v) “Prerequisite” means a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program.

(w) “Satisfactory grade” means that, for the course in question, the student’s academic record has been annotated with the symbol A, B, C or P as those symbols are defined in section 55023.

(x) “Special classes” means those instructional activities designed to address the educational limitations of students with disabilities who would be unable to substantially benefit from regular college classes even with appropriate support services or accommodations as set forth in section 56028.

(y) “Substandard academic work” means course work for which the grading symbols “D,” “F,” “FW,” “NP” or “NC” (as defined in section 55023) have been recorded.

§ 55021. Grading Policies.

(a) The governing board of each community college district shall establish a uniform grading policy for all colleges within the district. The policy shall be based on sound academic principles and be consistent with the requirements of this chapter.

(b) The grading policy shall require that all work in all degree-applicable and nondegree-applicable credit courses shall be graded in accordance with a grading system adopted by the governing board consistent with section 55023.

(c) The grading policy may provide for award of grades in noncredit courses, including courses which are part of a high school diploma program or may be accepted for high school credit by a high school.

§ 55023. Academic Record Symbols and Grade Point Average.

(a) Except as provided in subdivisions (b) and (c), grades from a grading system shall be averaged on the basis of the point equivalencies to determine a student’s grade point average using only the following evaluative symbols:

<i>Symbol</i>	<i>Definition</i>	<i>Grade Point</i>
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Less than satisfactory	1
F	Failing	0
P	Passing (At least satisfactory - units awarded not counted in GPA. Has the same meaning as “CR” as that symbol was defined prior to June 30, 2007.)	

<i>Symbol</i>	<i>Definition</i>	<i>Grade Point</i>
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NP	No Pass (Less than satisfactory, or failing – units not counted in GPA. NP has the same meaning as “NC” as that symbol was defined prior to June 30, 2007.)	
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(b) The governing board of a community college district may use “plus” and “minus” designations in combination with letter grades, except that the grade of C minus shall not be used. If pluses and minuses are used, the grade point value of a plus shall be computed by adding 0.3 to the value assigned to the letter grade with which it is combined, and the grade point value of a minus shall be computed by subtracting 0.3 from the value assigned to the letter grade with which it is combined, except that no grade point value shall be less than 0 or greater than 4.0.

(c) Regardless of whether the governing board elects to use plus and minus grading, it may provide for the use of the “FW” grade symbol to indicate that a student has both ceased participating in a course some time after the last day to officially withdraw from the course without having achieved a final passing grade, and that the student has not received district authorization to withdraw from the course under extenuating circumstances. The “FW” symbol may not be used if a student has qualified for and been granted military withdrawal. If “FW” is used, its grade point value shall be zero (0).

(d) The governing board of each community college district shall publish the point equivalencies for the grades used in subdivision (a), or, subdivisions (a) and (b) (if pluses and minuses are used) in the catalog or catalogs of each college in the district as a part of its grading policies. In the event the governing board chooses to use the “FW” described in subdivision (c), it shall be included in the grading system and point equivalencies published in the catalog.

(e) The governing board of each community college district may authorize the use, under controls and conditions specified below, of only the following nonevaluative symbols:

<i>Symbol</i>	<i>Definition</i>
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I	Incomplete: Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term may result in an “I” symbol being entered in the student’s record. The condition for the removal of the “I” shall be stated by the instructor in a written record. This record shall contain the conditions for the removal of the “I” and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the registrar until the “I” is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.
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The “I” may be made up no later than one year following the end of the term in which

Symbol Definition

it was assigned.

The “I” symbol shall not be used in calculating units attempted nor for grade points. The governing board shall provide a process whereby a student may petition for a time extension due to unusual circumstances.

- IP In progress: The “IP” symbol shall be used only in those courses which extend beyond the normal end of an academic term. It indicates that work is “in progress,” but that assignment of an evaluative symbol (grade) must await its completion. The “IP” symbol shall remain on the student’s permanent record in order to satisfy enrollment documentation. The appropriate evaluative symbol (grade) and unit credit shall be assigned and appear on the student’s permanent record for the term in which the course is completed. The “IP” shall not be used in calculating grade point averages. If a student enrolled in an “open-entry, open-exit” course is assigned an “IP” at the end of a term and does not re-enroll in that course during the subsequent term, the appropriate faculty will assign an evaluative symbol (grade) in accordance with subdivision (a) or (a) and (b) if plus and minus grading is used) to be recorded on the student’s permanent record for the course.
- RD Report Delayed: The “RD” symbol may be assigned by the registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. “RD” shall not be used in calculating grade point averages.
- W Withdrawal: The “W” symbol may be used to denote withdrawal in accordance with the requirements of section 55024.
- MW Military Withdrawal: The “MW” symbol may be used to denote military withdrawal in accordance with section 55024.

(f) In calculating students’ degree-applicable grade point averages, grades earned in nondegree-applicable credit courses shall not be included.

(g) The governing board of each district shall adopt rules and regulations governing the inclusion or exclusion of units in which a student did not receive a grade or “pass-no pass” or from which the student withdrew in accordance with rules adopted by the district.

§ 55024. Withdrawal.

(a) The governing board of a district which decides to provide a withdrawal procedure shall adopt a policy which provides for withdrawal from credit courses consistent with the following:

(1) Withdrawal from a course or courses shall be authorized through the last day of the fourteenth week of instruction (or 75 percent of a term, whichever is less). The governing board, however, may establish a final withdrawal date which prohibits withdrawal after a designated point in time between the end of the fourth week of instruction (or 30 percent of a term, whichever is less) and the last day of the fourteenth week of instruction (or 75 percent of a term, whichever is less). The academic record of a student who remains in a course beyond the time allowed by district policy must reflect a symbol as authorized in section 55023 other than a "W."

(2) The governing board may by regulation authorize withdrawal from a course or courses in extenuating circumstances after the last day of the fourteenth week (or 75 percent of the term, whichever is less) upon petition of the student or his or her representative and after consultation with the appropriate faculty. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.

(3) No notation ("W" or other) shall be made on the academic record of the student who withdraws during the first four weeks or 30 percent of a term, whichever is less. The governing board may establish a period of time shorter than the first four weeks or 30 percent of a term, during which no notation shall be made.

(4) Withdrawal between the end of the fourth week (or such time as established by the district) and the last day of the fourteenth week of instruction (or 75 percent of a term, whichever is less) shall be authorized, provided the appropriate faculty is informed.

(5) Withdrawal after the end of the fourteenth week (or 75 percent of a term, whichever is less) when the district has authorized such withdrawal in extenuating circumstances, after consultation with appropriate faculty, shall be recorded as a "W."

(6) For purposes of withdrawal policies, the term "appropriate faculty" means the instructor of each course section in question or, in the event the instructor cannot be contacted, the department chair or appropriate administrator.

(7) The "W" shall not be used in calculating grade point averages, but shall be used in determining probation and dismissal pursuant to article 3 of this subchapter.

(8) A "W" shall not be assigned, or if assigned shall be removed, from a student's academic record, if a determination is made pursuant to sections 59300 et seq. that the student withdrew from the course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment.

(9) The district policy shall establish the number of times (not to exceed three times) that a student may withdraw and receive a “W” symbol on his or her record for enrollment in the same course. The district policy may permit a student to enroll again in a course after having previously received the authorized number of “W” symbols in the same course in colleges within the district, if the chief instructional officer, chief student services officer or other district official designated in the district policy approves such enrollment after review of a petition filed by the student.

(10) The district policy may provide that a “W” symbol will not be assigned to any student who withdrew from one or more classes, where such withdrawal was necessary due to fire, flood or other extraordinary conditions and the withdrawal is authorized by the district pursuant to section 58509.

(11) The district policy shall include provisions for intervention in cases of multiple withdrawals.

(b) Within the parameters set forth in subdivision (a), criteria for withdrawal and the procedures to accomplish it shall be established by the district governing board and published in college catalogs.

(c) A district’s responsibilities with respect to enrollment or attendance accounting shall not be modified or superseded in any way by adoption of a withdrawal policy.

(d) The governing board of a district which decides to provide a withdrawal policy shall also adopt military withdrawal procedures consistent with the following:

(1) “Military Withdrawal” occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. The withdrawal symbol so assigned shall be a “MW.”

(2) Military withdrawals shall not be counted in progress probation and dismissal calculations.

(3) “MW” shall not be counted for the permitted number of withdrawals.

(4) In no case may a military withdrawal result in a student being assigned an “FW” grade.

(e) Notwithstanding the limits set forth above, apportionment will be limited as set forth in section 58161.

§ 55040. District Policy for Course Repetition.

(a) The governing board of each community college district shall adopt and publish policies and procedures pertaining to the repetition of credit courses. Such policies and procedures shall not conflict with section 55025 or Education Code section 76224, pertaining to the finality of grades assigned by instructors, or with subchapter 2.5 (commencing with section 59020) of chapter 10 of this division, pertaining to the retention and destruction of student records.

(b) The policies and procedures adopted pursuant to subdivision (a) may,

(1) designate certain types of courses as “repeatable courses” consistent with the requirements of section 55041.

(2) permit a student to repeat a course in an effort to alleviate substandard academic work consistent with the requirements of section 55042.

(3) permit or require a student to repeat a course due to significant lapse of time consistent with the requirements of section 55043.

(4) permit a student to repeat a portion of a course, other than a physical education, visual arts, or performing arts course, offered for variable units on an open-entry/open-exit basis course which the student previously completed only under the circumstances described in section 55044.

(5) permit a student to repeat a course which is not designated as a repeatable course, regardless of whether substandard academic work was previously recorded, where the district determines, consistent with section 55045, that there are extenuating circumstances which justify the repetition.

(6) permit a student to repeat a course in occupational work experience under the circumstances described in section 55253. When an occupational work experience course is repeated pursuant to that section, the grade received each time shall be included for purposes of calculating the student’s grade-point average.

(7) permit a student with a disability to repeat a special class for students with disabilities any number of times based on an individualized determination that such repetition is required as a disability-related accommodation for that particular student for one of the reasons specified in section [56029](#). The district policy may allow the previous grade and credit to be disregarded in computing the student’s GPA each time the course is repeated.

(8) permit a student to repeat a course determined to be legally mandated as defined in section 55000, regardless of whether substandard academic work has been recorded. Such courses may be repeated for credit any number of times. The governing board of a district may establish policies and procedures requiring students to certify or document that course repetition is legally mandated.

(9) permit a student to petition the district to repeat a course as a result of a significant change in industry or licensure standards such that repetition of the course is necessary for employment or licensure. Such courses may be repeated for credit any number of times. The governing board of the district may establish policies and procedures requiring students to certify or document that there has been a significant change in industry or licensure standards necessitating course repetition.

(c) The policies and procedures adopted by the governing board of each community college district pursuant to subdivision (a) may not permit student enrollment in active participatory courses, as defined in section 55000, in physical education, visual arts or performing arts that are related in content, as defined in section 55000, more than four times for semester courses or six times for quarter courses. This limitation applies even if a student receives a substandard grade or “W” during one or more of the enrollments in such a course or petitions for repetition due to extenuating circumstances as provided in section 55045.

(d) When course repetition occurs pursuant to this section, the student’s permanent academic record shall clearly indicate any courses repeated using an appropriate symbol and be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

(e) Notwithstanding the limits set forth above, apportionment will be limited as set forth in section 58161.

§ 55041. Repeatable Courses.

(a) Districts may only designate the following types of courses as repeatable:

(1) Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor’s degree. The governing board of a district must retain supporting documentation that verifies that the repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor’s degree. The supporting documentation must be retained by the district as a Class 3 record basic to audit as required by section 59020 et seq.;

(2) Intercollegiate athletics, as defined in section 55000; and

(3) Intercollegiate academic or vocational competition, as defined in section 55000, where enrollment in the course and courses that are related in content, as defined in 55000, is limited to no more than four times for semester courses or six times for quarter courses. This enrollment limitation applies even if the student receives a substandard grade or “W” during one or more of the enrollments in such a course or petitions for repetition due to extenuating circumstances as provided in section 55045.

(b) The district must identify all courses which are repeatable and designate such courses in its catalog.

(c) When a course is repeated pursuant to this section, the grade received each time shall be included for purposes of calculating the student's grade-point average, except if the course is repeated pursuant to another section of this article that permits district policy to allow the previous grade(s) to be disregarded.

(d) Notwithstanding the limitations above, apportionment will be limited as set forth in section 58161.

§ 55042. Course Repetition to Alleviate Substandard Academic Work.

(a) The district policies and procedures on course repetition adopted pursuant to section 55040 may permit a student to repeat a course in an effort to alleviate substandard academic work.

(b) If a student repeats a course which is not designated as a repeatable course and receives a satisfactory grade, then he or she may not repeat the course again pursuant to this section and any further repetition of the course must be authorized by another provision of this division. If a student repeats the course and receives another substandard grade, the district policy may permit the student to repeat the course one additional time in an effort to alleviate substandard work. District policy may permit a student to petition to repeat a course for which three substandard grades have been assigned, provided apportionment is not claimed pursuant to section 58161. The first two substandard grades may be excluded in computing the student's GPA if the student repeats the class two or more times.

(c) If a student repeats a repeatable course and a substandard grade has been recorded, district policy may allow the previous grade and credit to be disregarded provided that no additional repetitions are permitted beyond those enrollment limits otherwise allowed by section 55041. No more than two substandard grades may be alleviated pursuant to this section.

(d) Notwithstanding section 55041, policies and procedures related to course repetition to alleviate substandard academic work shall:

(1) permit repetition of any course which was taken in an accredited college or university and for which substandard academic work is recorded;

(2) indicate any specific courses or categories of courses where repetition pursuant to this section is not permitted; and

(3) in determining transfer of a student's credits, honor similar, prior course repetition actions by other accredited colleges and universities.

§ 55043. Course Repetition Due to Significant Lapse of Time.

(a) In addition to permitting course repetition in the circumstances described in other provisions of this article, a district may also permit or require repetition of a course where the student received a satisfactory grade the last time he or she took the course but the district determines that there has been a significant lapse of time of no less than 36 months since that grade was obtained and:

(1) the district has properly established a recency prerequisite for a course or program pursuant to section 55003, or

(2) another institution of higher education to which the student seeks to transfer has established a recency requirement which the student will not be able to satisfy without repeating the course in question. Pursuant to petition, a district may allow repetition where less than 36 months have elapsed pursuant to this subdivision if the student documents the repetition is necessary for the student's transfer to the institution of higher education.

(b) If the district determines that a student needs to repeat an active participatory experience course, as defined in section 55000, in physical education or visual or performing arts, or an active participatory experience course that is related in content, as defined in section 55000, due to significant lapse of time, that repetition shall be counted in applying the limit on repetitions set forth in section 55040(c) except that, if the student has already exhausted the number of repetitions permitted under subdivision (c), an additional repetition due to significant lapse of time may be permitted or required by the district.

(c) When a course is repeated pursuant to this section, the district policy may allow the previous grade and credit to be disregarded in computing the student's GPA.

§ 55044. Repetition of Variable Unit Courses.

(a) Except for active participatory courses in physical education, visual arts or performing arts, if a community college district offers credit courses for variable units on an open-entry/ open-exit basis pursuant to section 58164, the district policies and procedures on course repetition adopted pursuant to section 55040 shall provide that a student may enroll in the course as many times as necessary to complete one time the entire curriculum of the course as described in the course outline of record. District policy may not permit students to enroll more than one time in an active participatory course in physical education, visual arts, or performing arts, pursuant to this section. District policy may not permit the student to repeat any portion of the curriculum for the course, unless:

(1) the course is required for legally mandated training;

(2) the course is a special class for students with disabilities which the student needs to repeat for one of the reasons described in section [56029](#);

(3) repetition of the course to retake a portion of the curriculum is justified by extenuating circumstances pursuant to section 55045; or

(4) the student wishes to repeat the course to alleviate substandard work recorded for a portion of the curriculum as authorized pursuant to section 55042.

§ 55045. Course Repetition Due to Extenuating Circumstances.

The district policies and procedures on course repetition adopted pursuant to section 55040 may permit a student to repeat a course only if:

(a) the repetition is expressly authorized by another provision of this article; or

(b) the student files a petition and the governing board of the district or its designee grants written approval of the petition based on a finding that the student's previous grade (whether substandard or passing) was, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. When course repetition is approved pursuant to this subdivision, the district policy may allow the previous grade and credit to be disregarded in computing the student's GPA each time the course is repeated.

§ 55046. Academic Renewal Without Course Repetition.

(a) The governing board of each community college district shall adopt and publish policies and procedures pertaining to the alleviation of previously recorded substandard academic work, as defined in section 55000, which is not reflective of a student's demonstrated ability. Such policies and procedures shall include a clear statement of the educational principles upon which they are based, and shall be referred to as academic renewal procedures. When academic renewal procedures adopted by the district permit previously recorded, substandard course work to be disregarded in the computation of grade point averages, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

(b) Policies and procedures adopted pursuant to subdivision (a) shall not conflict with:

(1) section 55025 of this subchapter and Education Code section 76224, pertaining to the finality of grades assigned by instructors; or

(2) chapter 2.5 (commencing with section 59020) of division 10 of this part pertaining to the retention and destruction of records.

(c) The policies and procedures adopted pursuant to subdivision (a) shall address all of the following:

(1) The maximum amount of coursework that may be alleviated;

- (2) The amount of academic work to have been completed at a satisfactory level (minimum 2.00) subsequent to the coursework to be alleviated;
- (3) The length of time to have elapsed since the coursework to be alleviated was recorded;
- (4) A description of any specific courses and/or categories of courses that are, for any reason, exempt from consideration under the alleviation procedures;
- (5) The procedures to be followed by students in petitioning for alleviation; and
- (6) The personnel responsible for implementing the procedures.

§ 55252. Types of Cooperative Work Experience Education.

Cooperative Work Experience Education is a district-initiated and district-controlled program of education consisting of the following types:

- (a) General Work Experience Education is supervised employment which is intended to assist students in acquiring desirable work habits, attitudes and career awareness. The work experience need not be related to the students' educational goals.
- (b) Occupational Work Experience Education is supervised employment extending classroom based occupational learning at an on-the-job learning station relating to the students' educational or occupational goal.

§ 55253. College Credit and Repetition.

(a) For the satisfactory completion of all types of Cooperative Work Experience Education, students may earn up to a total of 16 semester credit hours or 24 quarter credit hours, subject to the following limitations:

- (1) General Work Experience Education.

A maximum of six semester credit hours or nine quarter credit hours may be earned during one enrollment period in general work experience education.

- (2) Occupational Work Experience Education.

A maximum of eight credit hours may be earned during one enrollment period in occupational work experience education.

(b) If a college offers only 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, the district policy on course repetition adopted pursuant to section 55040 may permit a student to repeat that course any number of times so long as the student does not exceed the limits on the number of units of cooperative work experience education set forth in subdivision (a). Consistent with section

58161, attendance of a student repeating a cooperative work experience course pursuant to this subdivision may be claimed for state apportionment.

§ 56029. Special Class Repeatability.

Repetition of special classes is subject to the provisions of article 4 (commencing with section 55040) of subchapter 1 of chapter 6 and section 58161. However, districts are authorized to permit additional repetitions of credit or noncredit special classes to provide an accommodation to a student's educational limitations pursuant to state and federal nondiscrimination laws. Districts shall develop policies and procedures providing for repetition under the following circumstances:

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

§ 58146. District Unable to Maintain School for Prescribed Time; Full-Time Equivalent Student Materially Decreased.

(a) A district which is prevented from maintaining its schools during a fiscal year for at least 175 days because of fire, flood, or epidemic, or because of any order of any military officer of the United States or of the state to meet an emergency created by war, or of any civil officer of the United States, of the state, or of any county, city and county, or city authorized to issue such order to meet an emergency created by war, or because of other extraordinary conditions, or because of the inability to secure or to hold an instructor, or because of the illness of the instructor, where the lack of an instructor would close a college, which fact shall be shown to the satisfaction of the Board of Governors by the affidavits of the members of the governing board of the district, shall receive the same apportionment from the State School Fund as it would have received had it not been so prevented from maintaining school for at least 175 days.

(b) Where a community college in a district maintaining more than one community college is closed for a part of a term by order of a city or county board of health or of the State Board of Health, or because of fire, flood, impassable roads, epidemic, or other emergency, or by an order provided for in (a), the full-time equivalent student of the community college shall be estimated separately, as provided in (c), and added to the full-time equivalent student of the other community colleges of the district.

(c) Whenever the full-time equivalent student of any district during any fiscal year has been materially decreased during any fiscal year because of:

(1) fire,

(2) flood,

(3) impassable roads,

(4) an epidemic,

(5) the imminence of a major safety hazard as determined by the local law enforcement agency,

(6) a strike involving transportation services to students provided by a nondistrict entity,

(7) the unavailability of classroom facilities leased by the district where the unavailability commences July 1, 2005, or thereafter and is caused by extraordinary factors wholly external to and beyond the control of the district, or

(8) an order provided for in (a). The facts demonstrating the applicability of one of the circumstances described in this subdivision shall be established to the satisfaction of the Chancellor by affidavits of the members of the governing board of the district. The funding workload measures of the district for the fiscal year shall be estimated by the Board of Governors in such manner as to credit to the district from the State School Fund approximately the total which would have been credited to the district had the emergency not occurred or had the order not been issued. The provisions of this section shall apply to any funding workload measure which occurs during any part of a fiscal year.

(d) As a condition to receiving the credit under subdivision (c), the district must demonstrate to the satisfaction of the Chancellor that it made good faith efforts to seek alternate facilities that were unaffected by the circumstances described in subdivision (c).

(e) No credit under subdivision (c) will be allowed for the unavailability of facilities for more than one full term beyond the beginning of the circumstances described in subdivision (c) unless authorized by the Board of Governors.

§ 58161. Apportionment for Course Enrollment.

(a) A community college district may claim the attendance of students for enrollments in credit courses for state apportionment only if so authorized by this section and if all other requirements of this division are satisfied. For purposes of this section, the definition of enrollment found in section 55000 shall apply.

(b) A district may claim state apportionment for an enrollment in a credit course for the attendance of a student who receives a satisfactory grade, as defined in section 55000, one time unless an exception applies.

(c) A district may claim state apportionment for the attendance of students for enrollments totaling a maximum of three times per credit course and if all other requirements of this division are satisfied.

(d)(1) Notwithstanding subdivisions (b) and (c) of this section, a district may claim state apportionment for the attendance of students for enrollments in credit courses designated as repeatable, as provided in section 55041, as defined in section 55000, for no more than four times for semester courses or six times for quarter courses. This limitation applies even if a student receives a substandard grade or “W” during one or more of the enrollments in such a course.

(2) Notwithstanding subdivisions (b) and (c) of this section, a district may claim state apportionment for the attendance of students in active participatory credit courses that are related in content, in physical education, visual arts or performing arts, as provided in section 55040 (c), for no more than four times for semester courses or six times for quarter courses. This limitation applies even if a student receives a substandard grade or “W” during one or more of the enrollments in such a course.

(e) Notwithstanding subdivisions (b), (c), (d) and (e) of this section, a district may claim state apportionment for one additional enrollment if all other requirements of this division are met and only in the following circumstances:

(1) The attendance of a student for an enrollment in a credit course resulting in that student’s repetition of the credit course because the district determines pursuant to section 55043 that there has been a significant lapse of time of no less than 36 months since the student previously successfully completed the course, unless an exception to the 36 month requirement applies.

(2) The attendance of a student for an enrollment in a credit course which is a repetition of the credit course pursuant to section 55045 due to extenuating circumstances, if such credit course is not designated as repeatable pursuant to section 55041.

(f) Notwithstanding subdivisions (b), (c) and (d) of this section, a district may claim state apportionment for the attendance of students in credit courses for enrollments in the credit courses without limitation if all other requirements of this division are met and in the following circumstances:

(1) The attendance of a student in legally mandated training as provided in section 55040(b)(8).

(2) The attendance of a student with a disability may be claimed for state apportionment for each enrollment by that student in a credit special class as a disability-related accommodation which is justified by one of the circumstances described in section 56029.

(3) Except for active participatory courses in physical education, visual arts, and performing arts, the attendance of a student for each enrollment in a portion of a variable unit open-entry/open-exit credit course, that is necessary for the student to complete one time the entire curriculum of the course as described in the course outline of record, may be counted for state apportionment only to the extent that repetition of such courses is permitted pursuant to section 55044.

(4) The attendance of a student for each enrollment in a cooperative work experience course pursuant to section 55253.

(5) The attendance of a student withdrawing as a result of extraordinary conditions pursuant to section 55024(a)(10).

(6) The attendance of a student receiving a military withdrawal (“MW”) pursuant to section 55024(d)(1).

(7) The attendance of a student withdrawing as a result of discriminatory treatment pursuant to section 55024(a)(8).

(8) The attendance of a student in a course as a result of a change in industry or licensure standards such that repetition of the course is necessary for employment or licensure as set forth in section 55040(b)(9).

(g) To the extent permitted by article 4 of subchapter 1 of chapter 6, a district may permit enrollment in credit courses beyond the limits set forth in this section, but such additional enrollments may not be claimed for state apportionment.

§ 58162. Intercollegiate Athletics.

(a) State apportionment may be claimed for the attendance of students enrolled in approved courses of intercollegiate athletics, as defined in section 55000, which are otherwise eligible for state assistance.

(b) State apportionment for students in courses of intercollegiate athletics shall not be claimed for more than 350 hours of attendance for each enrolled student in each fiscal year for each sport in which the student participates. Of the 350 hours of attendance, no more than 175 hours can be claimed for student enrollment in courses dedicated to the sport, and no more than 175 hours can be claimed for student enrollment in courses that focus on conditioning or skill development for the sport.

§ 58509. Authority of Chancellor to Waive Provisions to Accommodate Students Impacted by Extraordinary Conditions.

(a) Notwithstanding section 58508, a community college district may provide a full refund of enrollment fees to any student who withdrew from one or more classes, where the district finds that such withdrawal was necessary for one of the following reasons:

(1) the college attended by the student was closed or the college was unable to provide all or substantially all of the instruction in the course or courses in which the student was enrolled due to fire, flood or other conditions qualifying for adjustment of apportionment pursuant to section 58146; or

(2) although the district does not qualify for an apportionment adjustment pursuant to section 58146, one of the conditions enumerated in that section made it difficult or impossible for the student to attend one or more courses because the student was actively engaged in responding to the fire, flood or other condition or because such condition required the student to evacuate his or her home.

(b) Consistent with section 55024, a community college district need not record a “W” on the academic records of a student who withdraws from one or more classes due to any of the circumstances described in subdivision (a).

(c) The Chancellor is authorized, upon receipt of a written request from a community college district, to waive any provision of this title in order to accommodate students affected by any of the circumstances described in subdivision (a).

§ 59025. Class 3-Disposable Records.

All records, other than Continuing Records, not classified as Class 1-Permanent or Class 2-Optional, shall be classified as Class 3-Disposable, including, but not limited to, detail records relating to:

(a) records basic to audit, including those relating to attendance, full-time equivalent student, or a business or financial transaction (purchase orders, invoices, warrants, ledger sheets, canceled checks and stubs, student body and cafeteria fund records, etc.), and detail records used in the preparation of any other report; and

(b) periodic reports, such as daily, weekly, and monthly reports, bulletins, and instructions.

§ 59026. Retention Period.

(a) Generally, a Class 3-Disposable record, unless otherwise specified in this Subchapter, should be destroyed during the third college year after the college year in which it originated (e.g., 1993-94 plus 3 = 1996-97). Federal programs, including various student aid programs, may

require longer retention periods and such program requirements shall take precedence over the requirements contained herein.

(b) With respect to records basic to an audit, a Class 3-Disposable record shall not be destroyed until after the third July 1 succeeding the completion of the audit required by Education Code Section 84040 or of any other legally required audit, or that period specified by Section 59118, or after the ending date of any retention period required by any agency other than the State of California, whichever date is later.

(c) With respect to continuing records, a continuing record shall not be destroyed until the third year after it has been classified as Class 3-Disposable.

§ 59300. Purpose.

The purpose of this subchapter is to implement the provisions of California Government Code sections 11135 through 11139.5, the Sex Equity in Education Act (Ed. Code § 66250 et seq.), title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d), title IX of the Education Amendments of 1972 (20 U.S.C. § 1681), section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Americans with Disabilities Act of 1990 (42 U.S.C. § 12100 et seq.) and the Age Discrimination Act (42 U.S.C. § 6101), to the end that no person in the State of California shall, in whole or in part, on the basis of ethnic group identification, national origin, religion, age, sex or gender, race, color, ancestry, sexual orientation, or physical or mental disability, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics, be unlawfully denied full and equal access to the benefits of, or be unlawfully subjected to discrimination under any program or activity that is administered by, funded directly by, or that receives any financial assistance from, the Chancellor or Board of Governors of the California Community Colleges.

Appendix B – Summary Tables

These four tables summarize the circumstances in which district policy may permit a student to repeat a credit course. The first table summarizes when additional enrollments are permitted if the student previously took the credit course and received a satisfactory grade. The second table summarizes when additional enrollments are permitted if the student previously took the credit course and did not receive a satisfactory grade. As these two tables demonstrate, under some circumstances the student can repeat the credit course regardless of whether the student received a satisfactory grade on the previous enrollment. The third table summarizes the limited types of credit courses a governing board of a district may designate as repeatable. The fourth table summarizes the number of times district policy may permit student enrollment in credit courses that are active participatory courses in physical education, visual arts, or performing arts that are related in content.

Please keep in mind when using these tables that the information is necessarily incomplete as it is simply a summation of the laws affecting multiple enrollments. These tables are intended to be read in conjunction with the attached guidelines. The tables and guidelines must also be read in conjunction with the applicable title 5 regulations and district policy. In the event district policy is more restrictive than may be permitted pursuant to the regulations, district policy must be followed. However, in no case may district policy allow more enrollments than allowed pursuant to the regulations.

A couple of notes about the tables:

The student limit column specifies the maximum number of times district policy can permit a student to enroll in a credit course. The apportionment limit column specifies the enrollments the district can claim for apportionment. In some cases the law allows the district to permit a student to enroll in a course more times than it is eligible to claim for apportionment.

“S” refers to enrollments in courses offered on a semester system and “q” refers to enrollments in courses offered on a quarter system. Thus, +1 s/q indicates that districts operating on a semester or quarter system may adopt a policy allowing for one additional enrollment, whereas 4s/6q indicates that districts operating on a semester system may allow for a maximum of four enrollments, and districts operating on a quarter system may allow for a maximum of six enrollments.

Even where regulations and district policy allows a prior grade and credit to be disregarded in computing the student’s GPA, all prior course work (except for two types of withdrawals as explained in detail in the guidelines) must remain legible on the student’s academic record, thereby ensuring a true and complete academic history. (§ 55040(d).)

Appendix B – Summary Tables

Table 1: Satisfactory Grade Received

Limitations on additional enrollments in the same credit course where student receives a satisfactory grade on previous enrollment.

Rule Type	Explanation	Student limit	Apportionment limit	GPA/Credit	Other info.
General rule	A student earning a satisfactory grade may not enroll in that course again unless an exception applies.	1 s/q	1 s/q § 58161(b)	All grades and credits received count in computing GPA. All work must remain legible on the student's academic record. § 55040(d)	See additional limitations for courses that are related in content at the end of this table.
Exceptions that permit district policy to allow for additional enrollments:					
Repeatable courses §§ 55040(b)(2), 55041	District policy may permit students to enroll multiple times in courses designated by the district as repeatable. Districts may only designate three types of courses as repeatable. See table 3.	See table 3.	See table 3.	See table 3.	See table 3.
Significant lapse of time §§ 55040(b)(3), 55043	District policy may permit a student to enroll in a course again due to a significant lapse of time. See the guidelines for what constitutes a significant lapse of time.	No specific limit.	+1 s/q § 58161(e)(1)	District policy may permit previous grade and credit to be disregarded in computing GPA. § 55043(c)	See table 4 for additional limitations for active participatory courses in physical education and visual or performing arts.
Variable unit courses offered on an open-entry/open-exit basis §§ 55040(b)(4), 55044	District policy may permit a student to enroll in courses offered for variable units on an open-entry/open exit basis as many times as necessary to complete one time the entire curriculum of the course. This exception does not apply to physical education, visual arts, or performing arts courses.	No specific limit – as necessary to complete the course once.	Same as student limit. § 58161(f)(3)	See table 2.	With very few exceptions students cannot repeat a portion of the course. See guidelines. § 55044(a)(1)-(4)
Extenuating circumstances §§ 55040(b)(5), 55045	District policy may permit a student who has earned a satisfactory or substandard grade to petition to repeat a course due to an extenuating circumstance. See guidelines for what constitutes extenuating circumstances.	No specific limit.	+1 s/q § 58161(e)(2)	District policy may allow previous grade and credit to be disregarded in computing the student's GPA. § 55045(b)	This exception does not apply to courses designated as repeatable. Student must have received an evaluative symbol, i.e., a substandard or passing grade, on prior enrollment.

Table 1: Satisfactory Grade Received (Continued)

Rule Type	Explanation	Student limit	Apportionment limit	GPA/Credit	Other info.
Exceptions that permit district policy to allow for additional enrollments (cont.):					
Occupational work experience § 55040(b)(6)	District policy may permit a student to enroll more than once, even if the student earned a satisfactory grade, in an occupational work experience course if the college offers only 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.	No specific limit for this course; however, see guidelines for other limits that affect students' enrollments. § 55253	Same as student limit. § 58161(f)(4)	District policy may NOT allow previous grade(s) and credit(s) to be disregarded in computing the student's GPA. §§ 55021(b), 55040(b)(6)	Occupational work experience and general work experience are distinct types of cooperative work experience. The exception that allows for additional enrollments applies only to occupational work. See guidelines.
Students with disabilities repeating a special class § 55040(b)(7)	District policy must permit a student with a disability to enroll multiple times in classes designated as "special classes" as a disability-related accommodation for a reason specified in § 56029.	No specific limit.	Same as student limit. § 58161(f)(2)	District policy may allow prior grade to be disregarded in computing the student's GPA.	
Legally mandated § 55040(b)(8)	District policy may permit a student to re-enroll in a course that it determines to be required by statute or regulation as a condition of that student's paid or volunteer employment. § 55000(k).	No specific limit.	Same as student limit. § 58161(f)(1)	District policy may NOT allow previous grade(s) and credit(s) to be disregarded in computing the student's GPA. § 55021(b)	See guidelines regarding audit documentation required.
Significant change in industry or licensure standards § 55040(b)(9)	District policy may permit a student to petition the district to re-enroll in a course if: 1) there has been a significant change in industry or licensure standards since the student previously took the course, and 2) the student must take the course again for employment or licensure.	No specific limit.	Same as student limit. § 58161(f)(8)	District policy may NOT allow previous grade(s) and credit(s) to be disregarded in computing the student's GPA. § 55021(b)	See guidelines regarding audit documentation required.
Additional limitations – active participatory courses in physical education, visual arts, or performing arts, that are related in content:					
Courses related in content § 55040(c)	District policy must further limit enrollment of students in courses that are active participatory courses in physical education, visual arts, or performing arts.	See table 4.	See table 4.	See table 4.	See table 4 and the guidelines regarding what constitutes active participatory courses in physical education and visual arts or performing arts.

Table 2: Satisfactory Grade NOT Received

Additional enrollment limitations in the same credit course when student does not receive satisfactory grade on prior enrollment.

Rule Type	Explanation	Student limit	Apportionment limit	GPA/Credit	Other info.
General rule	District policy may permit a student not receiving a satisfactory grade (as defined in § 55000(w)) to enroll in the credit course again under specified circumstances.	Except as specified below, total enrollments (which include evaluative and nonevaluative marks) may not exceed 3 s/q.	Up to 3 s/q enrollments TOTAL (including enrollments where a W is recorded), except as specified below.	Varies depending upon circumstances allowing the additional enrollment. In almost all circumstances the student's permanent academic record must clearly indicate all course work insuring a true and complete academic history.	See guidelines regarding exceptions to the requirement that all course work be clearly indicated on student's permanent academic record.
Circumstances that permit district policy to allow for additional enrollment(s):					
Alleviate substandard academic work §§ 55040(b)(2), 55042	District policy may permit a student whose prior enrollment resulted in a substandard grade to re-enroll in the same course. Substandard academic grades include the grading symbols D, F, FW, NP, or NC (as defined in section 55023) recorded on the student's transcript.	3 s/q total enrollments + 1 s/q more enrollment pursuant to petition. § 55042(b)	3 s/q total enrollments. § 58161(c)	District policy may permit only the first two substandard grades to be excluded in computing the student's GPA.	Withdrawals and repetitions to alleviate substandard academic work count towards the student's limit and the apportionment limit.
Withdrawal § 55024	District policy may permit a student who withdrew from a course and received a W to enroll again in the credit course.	3 s/q total enrollments, + 1 s/q enrollment pursuant to petition. § 55024(a)(9) (Reminder: withdrawals from courses as well as repetitions of courses are enrollments, and count toward the total enrollment limitation.)	3 s/q total enrollments. § 58161(c)	The W shall not be used in calculating GPA, but must be used in determining probation and dismissal (with a few exceptions). § 55024(a)(7)	See guidelines for circumstances in which district policy may permit withdrawal on the fourth enrollment and specific types of withdrawals (e.g., Military withdrawals, withdrawals due to extraordinary condition etc...) §§ 55024(a)(9), 58509, 55024 (a)(7), (a)(10) and (d)

Table 2: Satisfactory Grade NOT Received (Continued)

Rule Type	Explanation	Student limit	Apportionment limit	GPA/Credit	Other info.
Circumstances that permit district policy to allow for additional enrollment(s) (cont.):					
Repeatable courses* §§ 55040(b)(1), 55041	District policy may permit students to enroll multiple times in courses designated by the district as repeatable. Districts may only designate three types of courses as repeatable. See table 3 below.	See table 3.	See table 3.	If student re-enrolls in a repeatable course to alleviate a substandard grade, then the most recent substandard grades (up to two) may be alleviated. § 55042(c)	See table 3.
Variable unit courses offered on an open-entry/ open-exit basis* §§ 55040(b)(4), 55044	District policy may permit a student to enroll in variable unit courses as many times as necessary to complete one time the entire curriculum of the course. District policy may not permit a student to enroll again in each portion except in very limited circumstances. One of those circumstances is alleviation of substandard work if authorized by § 55042.	3 s/q enrollments in that portion of the course +1 s/q more enrollment in that portion pursuant to petition. §§ 55042(b), 55045	3 s/q enrollments in that portion of the course § 58161(f)(3) or 4 s/q enrollments in that portion of the course if extenuating circumstances apply. § 58161(e)(2)	District policy may permit the previous grade and credit in the portion repeated be disregarded in computing student's GPA. § 55044(c)	Under no circumstances may a portion of a physical education, visual arts, or performing arts course be repeated. § 55044(b). See guidelines for a discussion of other limited circumstances in which a portion of the course may be repeated. § 55044(a)(1)-(4)
Extenuating circumstances* §§ 55040(b)(5), 55045	District policy may permit a student who has received a satisfactory or substandard grade to petition to repeat a course due to an extenuating circumstance. See guidelines for what constitutes extenuating circumstances.	No specific limit.	+1 s/q enrollment. § 58161(e)(2)	District policy may allow a previous grade and credit to be disregarded in computing the student's GPA. § 55045(b)	Student must have received a passing or substandard grade on prior enrollment.
Occupational work experience* § 55040(b)(6)	District policy may permit a student to enroll more than once in an occupational work experience course if the college offers only 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.	No specific limit; however, see Guidelines for other limits that affect students' enrollments. § 55253	Same as student limit. § 58161(f)(4)	District policy may NOT allow previous grade(s) and credit(s) to be disregarded in computing the student's GPA. § 55021(b)	Occupational work experience and general work experience are distinct types of cooperative work experience. The exception that allows for additional enrollments applies only to occupational work. See Guidelines.

Table 2: Satisfactory Grade NOT Received (Continued)

Rule Type	Explanation	Student limit	Apportionment limit	GPA/Credit	Other info.
Circumstances that permit district policy to allow for additional enrollment(s) cont.:					
Students with disabilities repeating a special class* § 55040(b)(7)	District policy may permit a student with a disability to enroll multiple times in a special class as a disability-related accommodation for a reason specified in § 56029.	No specific limit.	Same as student limit. § 58161(f)(2)	District policy may allow prior grade to be disregarded in computing the student's GPA.	
Legally mandated* § 55040(b)(8)	Districts may permit a student to enroll multiple times in a course that it determines to be required by statute or regulation as a condition of that student's paid or volunteer employment.	No specific limit.	Same as student limit. § 58161(f)(1)	District policy may NOT allow previous grade(s) and credit(s) to be disregarded in computing the student's GPA. § 55021(b)	See guidelines regarding audit documentation required.
Significant change in industry or licensure standards* § 55040(b)(9)	District may permit a student to petition the district to repeat a course as a result of a significant change in industry or licensure standards such that repetition of the course is necessary for that student's employment or licensure.	No specific limit.	Same as student limit. § 58161(f)(8)	District policy may NOT allow previous grade(s) and credit(s) to be disregarded in computing the student's GPA. § 55021(b)	See guidelines regarding audit documentation required.
Additional limitations – active participatory courses in physical education, visual arts, or performing arts, that are related in content:					
Courses related in content § 55040(c)	District policy must further limit enrollment of students in courses that are active participatory courses in physical education, visual arts, or performing arts.	See table 4.	See table 4.	See table 4.	See table 4.

*With some limitations, these are circumstances in which a student can enroll in a course more than one time if either a satisfactory grade has (table 1) or has **not** (table 2) been achieved, if all other conditions for the subsequent enrollment(s) have been met.

Table 3: Repeatable Courses

Rule Type	Explanation	Student Limit	Apportionment Limit	GPA/Credit	Other information
General Rule	Districts may not designate courses as repeatable unless the course is one of the three types specified below. If one of the three types below, then district policy may designate the course as repeatable and students may repeat the course, even if they received a satisfactory grade on a prior enrollment.	Varies depending upon the type of course.	Same as student limit.	The grade received each time shall be included for calculating GPA. § 55041(c)	
Types of courses that districts may designate as repeatable (§ 55041(b)(1)):					
Courses required by CSU or UC for completion of a bachelor's degree § 55041(a)(1)	A district may designate a course as repeatable if repetition of that course is required by CSU and/or UC for completion of a bachelor's degree.	See guidelines.	4s/6q enrollments, +1s/q if significant lapse time exception applies. §§ 58161(d), 58161(e)(1)	The grade received each time shall be included for calculating GPA. § 55041(c)	
Intercollegiate Athletics § 55041(a)(2)	A district may designate as repeatable a course in which student athletes enroll to participate in an organized competitive sport sponsored by the district or a conditioning course which supports the organized competitive sport.	No specific limit.	350 contact hours per fiscal year, per enrolled student, per sport (of the 350 hours, up to 175 contact hours in courses dedicated to the sport and 175 contact hours in conditioning or skill development courses for the sport) or 4s/6q enrollments, whichever is less. §§ 58161(d), 58162	The grade received each time shall be included for calculating GPA. § 55041(c)	

Table 3: Repeatable Courses (Continued)

Rule Type	Explanation	Student Limit	Apportionment Limit	GPA/Credit	Other information
Types of courses that districts may designate as repeatable (§ 55041(b)(1) cont.:					
Intercollegiate Academic or Vocational competition § 55041(a)(3)	A district may designate courses that are designed specifically for participation in non-athletic competitive events between students from different colleges as repeatable. The outcomes of the course must be tied to the student's participation in the competition. The event must be sanctioned by a formal collegiate or industry governing body.	4s/6q enrollments, either in one single course or a combination of courses that are related in content.	Same as student limit. § 58161(d)	The grade received each time shall be included for calculating GPA. § 55041(c)	The enrollment limits, including the limits for courses that are related in content, apply even if the student receives a substandard grade or W during one of the enrollments or petitions for repetition due to extenuating circumstances.
Additional limitations – active participatory courses in physical education, visual arts, or performing arts, that are related in content:					
Courses related in content § 55040(c)	District policy must further limit enrollment of students in courses that are active participatory courses in physical education, visual arts, or performing arts.	See table 4.	See table 4.	See table 4.	See table 4.

Table 4: Active participatory credit courses in physical education, visual arts, or performing arts that are related in content

Rule Type	Explanation	Student Limit	Apportionment Limit	GPA/Credit	Other info.
Active participatory courses in physical education, visual arts, or performing arts that are related in content § 55040(c)	In addition to the foregoing enrollment limitations, districts must limit a student's enrollment in active participatory courses in physical education, visual arts, or performing arts if the course the student is seeking to enroll in is related in content to one that he or she has previously been or is currently enrolled in. A course related in content includes any course with similar primary educational activities in which skill levels or variations are separated into distinct courses with different student learning outcomes for each level or variation. § 55000(f)	Except as provided below, up to 4s/6q enrollments total in levels and/or variations.	Same as student limit.	All grades and credits received count in computing GPA, unless an exception applies.	
Additional exceptions and limitations:					
Significant lapse of time §§ 55040(b)(3), 55043	If district policy permits students to repeat a course due to significant lapse of time, all enrollments, including the additional enrollment allowed as a result of the significant lapse of time, in an active participatory course in physical education, visual arts, or performing arts, counts toward the total enrollments.	Up to 4s/6q enrollments. If student has exhausted 4s/6q enrollments, +1 s/q enrollment for significant lapse of time can be permitted.	Same as student limit. § 58161(d) and (e)(1)	When a course is repeated pursuant to significant lapse of time, the district policy may allow the previous grade and credit to be disregarded in computing the student's GPA. § 55043(c)	
Variable unit courses offered on an open-entry/open-exit basis – physical education, visual arts, and performing arts §§ 55040(b)(4), 55044	District policy may permit students to enroll in variable unit courses offered on an open-entry/open exit basis as many times as is necessary to complete the course one time, except if the course is an active participatory course in physical education, visual arts, or performing arts, in which case each enrollment in a portion of the course counts toward the courses that are related in content limitation. § 55040(c)	Up to 4s/6q enrollments; for this purpose, enrollments include each portion.	Same as student limit. § 58161(d)	District policy may permit the previous grade and credit on that portion repeated to be disregarded in computing the student's GPA. § 55044(c)	

Table 4: Active participatory credit courses in physical education, visual arts, or performing arts that are related in content (Continued)

Rule Type	Explanation	Student Limit	Apportionment Limit	GPA/Credit	Other information
Additional exceptions	Additional exceptions/limitations specific to repeatable courses in physical education, visual arts, or performing arts				
Courses required by CSU or UC for completion of a bachelor's degree §§ 55040(b)(1), 55041(a)(1)	Courses properly designated as repeatable pursuant to section 55041(a)(1) that happen to also be active participatory courses in physical education, visual arts, or performing arts, are subject to the limitations on courses that are related content as set forth in section 55040(c).	Up to 4s/6q enrollments in one course or a combination of courses related in content.	Same as student limit.	When a course is designated as repeatable, each grade received shall be included in computing the student's GPA. § 55041(c)	See guidelines for additional clarification regarding repeatable courses in physical education, visual arts, or performing arts that happen to also be subject to related course content limitations.