

COURSE REPETITION

AR 3280

In accordance with the Cabrillo College policy for Course Repetition and requirements of the State of California, the current administrative regulations for implementing the policy are as follows:

A student may repeat a course in which a grade lower than a “C” has been received. The new grade will be entered on the transcript, and the previous grade will not be considered when determining grade point average. Thus, units will not be counted twice.

A student may not receive credit or grade points for a sequential course which is a prerequisite to a course for which he/she had already received college credit. However, in cases involving multiple-path prerequisites leading to a course for which the student has received credit, he/she may subsequently enroll for credit in the prerequisite class not originally taken. (Multiple-path prerequisites are indicated by the use of the word “or in the *College Catalog* descriptions.)

Courses which can be repeated shall be identified by the college-wide Cabrillo College Curriculum Committee and shall be so designated in the *College Catalog*. The *Catalog* will indicate the total number of allowable repetitions or total number of units allowed or both. Repeatable courses are skills courses or courses in which course content differs each time it is offered and which active participation in the individual or group study is basic means by which the learning objectives are attained.

For purposes of repeatability a skills course is one in which the primary focus is to develop and enhance abilities to use a learned physical task effectively and readily and in which supervised repetition and practice within class periods enhance these abilities.

The Vice President, Instruction will recommend repeatable courses to the Superintendent/President and Governing Board for approval. The Curriculum Committee and the Vice President, Instruction have the responsibility to determine that repeatable course offerings meet the above criteria.

Students enrolled in non-repeatable courses or repeating courses in excess of what is stated in the *College Catalog* will be officially (administratively) dropped from those courses.

Additionally, courses may be repeated for credit after a student has received a grade of “C” or better if one of the following conditions occurs:

1. A significant lapse of time (two or more years) has occurred from the beginning of the last semester of enrollment in the course or from the beginning of the last semester of enrollment in the last course taken in a repeatable series. Repetition shall be permitted only upon petition of the student and with written permission of the District Superintendent or authorized representative. Any such additional repetition can occur only once per course.

2. The course is required for recertification or relicensing every two to four years as determined by a outside agency.

The grade received for courses repeated under the above two conditions shall be entered on the student's record. The grades and units awarded during the first or earliest enrollment in the course will be disregarded when calculating grade point average.

3. There is an extenuating circumstance and the student has secured written permission from the Superintendent's designee, which shall be the division administrator and one faculty member from the affected department.

4. The grade received for courses repeated under condition #3 above shall not be counted in calculating a student's grade point average.

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

Course repetition will be permitted for disabled students 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 required for the student to meet the performance criteria of that class;
- C. When additional repetitions of a specific special class are essential to completing a student's preparation for enrollment into other courses which meet the requirements of a student's educational objectives. Grades and units will count for repetitions when meeting the above conditions.

Repetitions of adaptive physical education are allowed, provided the student participates in at least one additional credit course that is not a physical education class and that is within the general offerings of the college, and if the student makes progress towards the stated education goal as documented in the Individual Educational Plan. Students may enroll in adaptive physical education for credit a total of four times. Subsequent repetitions must be offered as non-credit classes. Grades and units will count at most, four times.

Revised: December 7, 1992

Board Approval: January 12, 2004