



AP 4225 Course Repetition

References: Education Code Section 76224;
Title 5 Sections 55040, 55041, 55042, 55043, 55253, 56029, and 58161.

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Under Board Policy 4225 Course Repetition, students may be permitted to enroll more than one time in a credit course if they or the course meets certain criteria. All repeat enrollments are subject to the restrictions and conditions set forth in Title 5 sections 55024, 55040-54046, 55253, 56209, and 58161. For the purposes of course repetition and related procedures, Butte College recognizes two primary categories of course repetition: repeatable courses and student re-enrollment in courses not designated as repeatable.

I. Repeatable Courses

Students may enroll in certain credit courses designated as repeatable up to the number of times specified in the course outline of record and included in the course description in the catalog, not to exceed four total enrollments. Criteria and standards for courses designated as repeatable are found in Administrative Procedure 4227 Repeatable Courses. Courses designated as variable unit may be repeated until the student completes the entire curriculum one time. The standards and limitations for variable unit courses are set forth in AP 4229 Course Repetition – Variable Units.

Substandard academic work ("D," "F," "FW," or "NP") in a repeatable course will not be automatically replaced by the highest grade achieved in the repeatable course from the completed course attempts in which an evaluative score was recorded. Upon petition, no more than two (2) substandard grades may be alleviated from courses designated as repeatable. Enrollments resulting in grades of "A," "B," "C," "D," "F," "FW," "P," "NP," or the non-evaluative symbol "W" count as an attempt.

When a student with a disability repeats a class, the previous grade and credit shall be disregarded in the computation of grade point averages.

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

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

II. Courses Not Designated as Repeatable

Courses not designated as repeatable may be taken and completed with a "C" or "P" grade or better one time. However, students are permitted to re-enroll in courses not designated as repeatable in certain circumstances outlined below.

Should a student receive a substandard grade ("D," "F," "FW," or "NP") or a non-evaluative symbol ("W"), the student will be allowed a second (2nd) enrollment. If a second (2nd) enrollment results in a substandard grade, a third (3rd) enrollment may be approved by petition. In these circumstances, the first two (2) substandard grades will be alleviated. The best grade is used in grade point calculation from the three (3) course attempts. If a third (3rd) enrollment results in a substandard grade, a fourth (4th) enrollment may be allowed by petition. See AP 5033 Academic Council for the petition process.

Students may petition for additional enrollments in a course where the student received a satisfactory grade in the following circumstances:

- Extenuating or Extraordinary Circumstances – Students may re-enroll due to extraordinary circumstances which are defined as verified cases of accidents, illness, or other circumstances beyond the control of the student.
- Significant Lapse of Time - Students may re-enroll where there is a significant lapse of time, defined as no less than 36 months since the grade was obtained. See AP 4228 Course Repetition – Significant Lapse of Time.
- Recency Requirement – Students may re-enroll in a course when an institute of higher learning to which the student wishes to transfer has an established recency requirement which the student will not be able to satisfy without repeating the course. A student may petition for repetition if less than 36 months have elapsed and the student provides documentation that the repetition is necessary for transfer. See AP 4228 Course Repetition – Significant Lapse of Time.
- Legally Mandated by Statute or Regulation as a Condition of Paid or Volunteer Employment - Students may re-enroll in a course any number of times where it is required for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment, regardless of whether the student recorded substandard work.
- Significant Change in Industry or Licensure Standard - Students may petition to re-enroll in a course needed for employment or licensing because of a significant change in the industry or licensure standards. Students may take these courses any number of times.
- Students with Disabilities Repeating a Special Class - Students with a documented disability may re-enroll in DSPS-specialized instruction any number of times based on an individualized determination that such repetition is required as an educational accommodation for that student for one of the reasons specified in Title 5 Section 56029.
- Work Experience Education - Students may repeat a work experience education course pursuant to District policy any number of times as long as they do not exceed the limits on the total number of units of work experience set forth in Title 5 Section 55253(c)
- Competency Based Education – Students may repeat a direct assessment competency-based educational module.

III. Coursework from Other Institutions

Students may repeat a course previously taken at another accredited institution for which a substandard grade was recorded, or when the student meets the criteria to petition for a repeat and that petition is approved as outlined above. An approved Academic Council petition must be on file before Butte College's transcript can be appropriately annotated. An official copy of the other school's transcript must be on file with the Admissions and Records Office before the Academic Council petition may be submitted. Any transfer course that has been repeated and appears on the Butte College transcript shall be recorded in a manner that all work remains legible, ensuring a true and complete academic history. Courses completed at another institution and repeated at Butte College for substandard grade alleviation must be articulated in order to be considered a repeat. If there is no existing articulation, counseling or the appropriate learning area faculty must approve the course as an equivalent in order to alleviate the substandard grade

IV. Limitations on Repetition for Courses Related in Content

Students may not enroll in active participatory courses, as defined in Title 5 Section 55000, in physical education, visual arts, or performing arts that are related in content, as defined in section 55000, more than four times. 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 above.

V. Academic Record

Courses that are repeated shall be recorded on the student's permanent academic record using the "R" symbol. Annotating the permanent academic record shall be done in a manner that all work remains legible, ensuring a true and complete academic history.

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