



Repetition of Courses

State regulations require California Community Colleges to limit the number of times a student has attempted a class. Repetition rules include enrollment that results in evaluative grades such as A, B, C, D, F, NC, NP, CR, or P and W grades. The rules are complex and students should review college transcripts to determine whether or not they will be impacted. Students need to understand the difference between regular courses (not usually repeatable once passed with a "C" grade or better) and activity or performance courses which may permit repetition.

Regular Courses

Regular courses cannot generally be repeated once the student receives a grade equivalent to a "C" or better. See *Extenuating Circumstances* below for exceptions.

Activity and Performance Courses

A limited number of Activity and Performance courses may be repeated the allowable number of times listed in the catalog. For example, KINE100 Functional Resistance Training may be taken four times.

Repetition of Substandard Grades

When students receive a substandard grade (F, D, NC or NP) in a regular course, they may re-enroll in the course to try to alleviate the substandard grade. If a second substandard grade is received, the student may be able to re-enroll for a third attempt. In the case of repeatable activity or performance courses, students may alleviate up to two substandard grades, however they may not exceed the allowable number of repetitions.

Repetition with "W"s

The maximum number of W's per course is three. Students who have previously withdrawn three times from a class will be prevented from enrolling. Through spring 2012, the "W" limit is counted separately from evaluative grades. Military Withdrawals (MW) do not count toward the three "W" grades. All enrollments will be combined whether resulting in an evaluative grade or a withdrawal for a maximum of three enrollments (regular courses).

Extenuating Circumstances/Significant Lapse of Time

Once the repetitions in the above scenarios are exhausted, there may be some options left for additional enrollment. If a student can prove (*through documentation*) that there were extenuating circumstances beyond their control, he or she may use the *Committee on Exceptions* general petition to request approval to take a course an additional time. Or if the student needs to take a course which has a recency requirement he or she may petition to enroll again after receiving a passing grade. For example, if a student completed BIO 101 with a "B" grade in fall 1998 but is transferring to an institution that requires that General Biology was completed within the last three years, the student would then petition to repeat the course at MiraCosta and must provide proof of the three -year recency requirement.

Repetition of Cooperative Work Experience Education/Internship Studies

A student may repeat a cooperative work experience education or internship studies course in a given field any number of times so long as the student does not exceed 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance, subject to the following limitations:

- General work experience/internships: A maximum of 6 units may be earned during one enrollment period (semester or summer session).
- Internship studies: A maximum of 3 units may be earned during one enrollment period (semester or summer session).
- Occupational work experience: A maximum of 8 units may be earned during one enrollment period (semester or summer session).

When a student repeats a cooperative work experience education or internship studies course, the grade received each time shall be included for purposes of calculating the student's grade point average.

Repetition of Special Classes for Students with Disabilities

A student may 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 following reasons:

- The student's continuing success in other general and/or special classes is dependent on additional repetitions of a specific special class.
- The student needs additional repetitions of a specific special class as preparation for enrollment into other regular or special classes.
- The student has an educational contract that involves a goal other than completion of the special class in question and repetition of the course will further achievement of that goal.

The district policy may allow the previous grade and credit to be disregarded in computing the student's grade point average each time the course is repeated. In such a case the student will be referred to Admissions and Records to file a petition with the Committee on Exceptions.

(Source: MCCD Board Policy/Administrative Procedure 4225)

Repetition to Meet a Legally Mandated Training Requirement

A legally mandated training course is a course that is required by statute or regulation as a condition of paid or volunteer employment. A student may repeat a course to meet a legally mandated training requirement for credit any number of times; however, the student must certify or document the mandated training each time.

When a course is repeated to meet a legally mandated training requirement, the grade received each time shall be included for purposes of calculating the student's grade point average.

Repetition Due to a Significant Change in Industry or Licensure Standards

A student may petition the Committee on Exceptions 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. When a course is repeated due to a significant change in industry or licensure standards, the grade received each time shall be included for purposes of calculating the student's grade point average.