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**Administrative Procedure**  
Chapter 4 – Academic Affairs

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**AP 4225 COURSE REPETITION****References:**

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

**Responsibilities**

The Vice President of Academic Affairs shall be responsible for the overall coordination and implementation of the procedures relating to orderly administration of course repeatability and credit course repetition and determination of academic standing.

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

**Definitions**

- A. Satisfactory credit course completion is defined as student attainment of a grade of A, B, C, or P.
- B. Unsatisfactory credit course completion is defined as student attainment of a grade of D, F, or NP.
- C. Withdrawal from a credit course is defined as student attainment of a non-evaluative symbol of W.
- D. Credit course repetition is defined as re-enrollment in a credit course after a student has not attained satisfactory credit course completion or a significant lapse of time has occurred. (Also see AP 4228 Course Repetition – Significant Lapse of Time)
- E. Credit course repeatability is defined as re-enrollment in a credit course after a student has attained satisfactory credit course completion in areas permissible under law. The Long Beach City College identifies the rules for course repeatability.
- F. Active participatory courses (course families), as referenced in Title 5 Section 55000, are defined as courses related in objectives and content as determined by the discipline faculty.

**Credit Course Repetition**

The following outlines conditions for permissible credit course repetition:

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

6. A significant change in the industry or licensure requirements which make repetition of the course necessary for a student's continued employment or licensure, subject to appropriate documentation. Students may take these courses any number of times. Students must fill out the required form and submit required documentation.
7. Certain programs may include recency requirements in their program admissions standards. This information is included in the College Catalog.
8. Students may not enroll in a course more than three times, except in limited circumstances, as described below. Enrollments include any combination of withdrawals and repetitions.
9. 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 number of units of Work Experience Education set forth in Title 5 Section 55253 subdivision (a).
10. Courses that are repeated shall be recorded on the student's permanent academic record using the appropriate symbol. Annotating the permanent academic record shall be done in a manner that all work remains legible, insuring 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.

If the above conditions are met, previous grade and credits earned will be disregarded from GPA calculation with the exception of Section A. 5 (above), in which the grade is included in GPA calculation for each enrollment. If a student wishes to repeat a satisfactorily completed credit course, a Course Repetition Request Form and appropriate supporting documentation must be submitted to Admissions and Records.

- B. Repetition of credit courses in which a student has received an unsatisfactory grade in a credit course is permissible if one of the following circumstances applies:
  1. The student is requesting repetition of a credit course to alleviate an unsatisfactory grade or a non-evaluative symbol of W.
  2. The student is requesting repetition of a credit course for a fourth enrollment (third repetition) to alleviate an unsatisfactory grade or a non-evaluative symbol of W earned due to circumstances beyond the student's control or exceptional circumstances concerning completion of a degree, certificate, or transfer requirements. The student must submit a Fourth (4<sup>th</sup>) Attempt Petition Request to Admissions and Records.

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

### **Credit Course Repeatability**

- A. Credit course repetition and credit course repeatability are defined in above Sections D and E respectively. Long Beach City College designates the following courses as repeatable for any student per Title 5 Section 55041:
1. Courses for which repetition is necessary in order to meet major California State University (CSU) or University of California (UC) requirements for completion of a Bachelor's Degree.
  2. Courses designed for intercollegiate athletics teams.
  3. Courses designed for Career and Technical Education and academic competition. Such courses may be repeated no more than four times for semester courses.
- B. The following limitations apply to active participatory courses, as defined in Section F (above):
1. Active participatory courses included in this restriction are courses in physical education, visual arts, and performing arts offered within the Long Beach City College District.
  2. A student may not have more than four enrollments in any active participatory course. Such courses may not be repeated more than three times.
  3. This limitation also applies to students who have received an unsatisfactory grade (D, F, or NP) or withdrew from a course with a W for one or more enrollments pursuant to Title 5 Section 55000 or if a student petitions for repetition due to extenuating circumstances.
  4. When a student repeats a course designated as repeatable to alleviate substandard academic work (a D, F, or NP), the previous grade and credit shall be disregarded in the computation of grade point averages. No more than three substandard grades may be alleviated.

### **Non-Credit Course Repeatability**

Non-credit courses are defined as courses in the 600-number band and are not subject to the course repetition restrictions.

Also see BP 4225 Course Repetition, AP 4227 Repeatable Courses, AP 4228 Course Repetition – Significant Lapse of Time, and AP 4229 Course Repetition – Variable Units.

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**Approved:** September 26, 2000

**Revised:** May 27, 2008; June 12, 2012; March 27, 2018; November 17, 2021; July 17, 2024