

STUDENT COURSE REPETITION

Course repetition occurs when a student, who has previously received an evaluative symbol in a credit course, re-enrolls in that course and receives an evaluative symbol.

- Students may not repeat a course if a grade of "C" or better was earned, unless the course is identified as repeatable in the course description. An exception may be granted for extenuating circumstances or lapse of time.
- Students may repeat a course determined to be legally mandated regardless of whether substandard academic work has been previously recorded. Such courses may be repeated for credit any number of times. Students may re-enroll in courses that the District has determined to be required by statute or regulation as a condition of paid or volunteer employment. Students may be required to provide evidence that they are required to re-enroll as a condition of their paid or volunteer employment. The grade received by the student each time will be included in calculations of the student's grade point average.
- Students may petition to re-enroll in a course as a result of a significant change in industry or licensure standards as necessary for the student's employment or licensure.
- Students with disabilities may enroll multiple times in courses designated as "special classes" when an individualized determination verifies that such repetition is required as a disability-related accommodation.
- Students are allowed to enroll more than once in an occupational work experience course for a total of no more than 16 semester units. Occupational Work Experience includes all courses numbered 95 and Personal Development 94. The grade received each time shall be included for purposes of calculating the student's GPA.
- A non-repeatable course may be attempted up to a maximum of three times per credit course if a substandard grade (grade lower than a "C," "NC," "NP") or a withdrawal ("W") was earned. Enrollment attempts include any combination of withdrawals and substandard grades. (Note: military withdrawals are not included.) An exception may be granted for extenuating circumstances.
- When course repetition occurs, the last grade ("A," "B," "C," "D," "F") and credit earned will be included in the computation of the grade point average.
- Courses that are repeated are recorded on the student's permanent academic record using the appropriate symbol for repetition.
- Annotating the permanent academic record is done in such a manner that all work remains legible, insuring a true and complete academic history.
- Nothing will conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors, or with Title 5 or district procedures.
- Courses offered for a variable number of units must be repeated for the same or greater number of units.

Course Repetition Due to Extenuating Circumstances

A student may petition to repeat a course based on a finding that the student's previous attempt (whether substandard grade, passing grade, or withdrawal) was, at least in part, the result of extenuating

circumstances. Extenuating circumstances are verified cases of accident, illness or other circumstances beyond the control of the student.

The petition is filed with an Admissions and Records office and must indicate the extenuating circumstances warranting the repeat along with counselor and/or instructor review, verification and recommendation. When repetition is approved, the previous grade and credit will be disregarded in computing the student's GPA.

Course Repetition Due to Significant Lapse of Time

A student may be permitted or required to repeat a course one time in which a "C" or better grade was earned if:

1. There has been a significant lapse of time since the grade was received. Significant lapse of time is defined as a minimum of seven years; each discipline has the authority to institute significant lapse of time as less than seven years by program and/or course. A list of exceptions is maintained in the Instruction Office; and
2. The District has established a recency prerequisite for a course or program; or
3. An institution of higher education to which a student wishes to transfer has established a recency requirement that the student cannot satisfy without repeating the course.

When a student needs to repeat an active participatory course due to significant lapse of time, each repetition attempt will be counted toward the established repetition limits. However, if a student has already exhausted the number of permitted repetitions, then one additional repetition due to significant lapse of time may be permitted.

When a course is repeated due to significant lapse of time, the new grade and unit(s) will be included in the student's grade point average and total units completed. The grade and unit(s) from a previous attempt will be disregarded.

Reference: Sierra College Board Policies/Administrative Procedures Chapter 4 (<http://www.sierracollege.edu/about-us/board/policies/chapter4.php>).