



# Course Repetition Regulations

Best Practices for Implementation

# Introduction

- Not about repeatable courses!
- Will cover instances where students may re-enroll in courses not designated as repeatable.
- Introduction to the Chancellor's Office Guidelines on Repetition.
- Suggestions for development of local policies and implementation.



# **I. OVERVIEW OF REGULATORY CHANGES**

# Regulatory Changes

## §55000: Definitions

- Active Participatory Courses, Courses Related in Content, and Intercollegiate Competition Courses.

## §55040: Student Repetition

- Extenuating Circumstances, Work Experience, Legally Mandated Training, Special Classes, Course Families.

## §55041: Repeatable Courses

## §55043: Lapse of Time

## §58162: Intercollegiate Athletics

# Regulatory Changes

- General rule is that district policy may not permit a student to enroll again in a credit course if the student received a satisfactory grade on the previous enrollment.
- An enrollment occurs whenever a student receives an evaluative or non-evaluative symbol. (§ 55000(n).) A satisfactory grade is an A, B, C or P. (§ 55000(w).)

# Regulatory Changes

There are a few exceptions that allow a student receiving a satisfactory grade to enroll in the same credit course again:

- Courses properly designated by a district as repeatable,
- Re-enrollment due to significant lapse of time,
- Variable unit courses offered on an open-entry/open-exit basis,
- Extenuating circumstances,
- Occupational work experience courses,
- Students with disabilities repeating a special class,
- Legally mandated courses, and
- Courses necessary as a result of significant change in industry or licensure standards.

For an additional enrollment to be allowed, either the student must meet the circumstances specified in the regulations for the exception or, in the case of repeatable courses, the district properly designates the course as repeatable.



## **II. CHANCELLOR'S OFFICE GUIDELINES**

# Narrative Guidelines

- Available now from CO.
- Provides detailed explanations with examples.
- Developed with input from all system constituent groups serving on the System Advisory Committee on Curriculum (SACC)
- Guide the development of local policies, process, and standards.



# Table

- Organized into four tables covering:
  - Student Repetition where satisfactory grade
  - Student Repetition where non-satisfactory grade.
  - Repeatable Courses
  - Active Participatory Courses
- Guidance for student enrollment and apportionment limits.
- Long, but very useful.



# **III. PARTNERSHIPS IN IMPLEMENTATION**

Working with A&R, Counseling, and Others

# Implementation

- Guidelines are to help develop local policy, processes, and standards.
- Vital to develop clear, easy to communicate policy for college staff and processes for students.
- Development requires input and help from multiple areas of campus.

# Admissions and Record

- Work with in developing enrollment processes, policies, and standards.
- Programming new limits into enrollment management system.
- Petition processes.
- MIS reporting.

# Counseling

- Getting message to students prior to enrollment attempt.
- Communicating the consequences of “W”, “I” and substandard grades.
- Working with students attempting to re-enroll.
- Clear understanding of new regulations and local policy / processes.

# Others

- DSP&S: Students enrolling in Special Classes.
- Dean / Chair of CTE for Occupational WoEx, licensing, and changes to industry.
- Financial Aid
- IT
- Scheduling Office
- Relevant Department Faculty



**IV. STUDENT  
REPETITION AND RE-  
ENROLLMENT  
REGULATIONS**

# General Principles

- A student earning a satisfactory grade may not enroll in that course again unless an exception applies.
- District policy may permit a student not receiving a satisfactory grade to enroll in the credit course again under specified circumstances, including:
  - To alleviate a substandard grade
  - Withdrawal
  - Extenuating circumstances



# Significant Lapse of Time

## **Title 5 §§ 55040(b)(3), 55043**

District policy may permit a student to enroll in a course again if:

- More than 36 months has elapsed since the student was awarded a grade in the course,  
and
- The district has established a recency prerequisite for the course or an institution of higher education to which the student seeks to transfer has established a recency requirement that applies to that course.

**Enrollment Limits:** No specific limit to student. 1 additional enrollment for apportionment.

# Alleviation of Sub-standard Grade

## **Title 5 §§ 55040(b)(2), 55042**

- District policy may permit a student whose prior enrollment resulted in a substandard grade to re-enroll in the same course.
- Substandard academic grades include the grading symbols “D,” “F,” “FW,” “NP,” or “NC” (as defined in section 55023) recorded on the student's transcript.

**Enrollment Limits:** Student - 3 +1 by petition.  
Apportionment - 3

# Variable Unit, Open-Entry / Exit

## **Title 5 §§ 55040(b)(4), 55044**

- District policy may permit a student to enroll in courses as many times as necessary to complete one time the entire curriculum of the course.
- Each enrollment for distinct content.
- Active participatory courses in physical education, visual arts and performing arts are not permitted to be repeated pursuant to this section even if they are offered on a variable unit open-entry/open-exit basis

**Enrollment Limits:** No specific limit – as necessary to complete entire course.

# Extenuating Circumstances

## **Title 5 §§ 55040(b)(5), 55045**

- District policy may permit a student who has earned a satisfactory or substandard grade to petition to repeat a course due to an extenuating circumstance.
- Extenuating circumstances are verified cases of accidents, illness, or other circumstance beyond the student's control.

**Enrollment Limits:** Student – No specific limit.  
Apportionment – 1 additional semester / quarter.

# Occupational Work Experience

## **Title 5 § 55040(b)(6)**

District policy may permit:

- A student to enroll more than once,
- Even if the student earned a satisfactory grade,
- If the college offers only one course in occupational work experience in a given field,
- And that course is not offered as a variable unit open-entry/open-exit course.

**Enrollment Limit:** Student – 16 credit hours of co-op, 8 of occ. Apportionment – Same as student limit.

# Student with Disabilities in Special Class

## **Title 5 § 55040(b)(7)**

- District policy must permit a student with a disability to enroll multiple times in classes designated as "special classes" as a disability-related accommodation for a reason specified in § 56029.
- Individual class may not be designated as repeatable.
- District must develop processes for enrollment and verification of disability in accordance with other areas of Title 5 and CO Guidelines for DSPS.

**Enrollment Limit:** Student – No Specific Limit.

**Apportionment** – Same as Student

# Legally Mandated Training

## **Title 5 § 55040(b)(8)**

- Districts may permit a student to re-enroll in a course that it determines to be required by statute or regulation as a condition of that student's paid or volunteer employment.
- District may ask for verification of employment status in enrollment process.

**Enrollment Limit:** Student – No specific limit.  
**Apportionment** – Same as student limit.

# Significant Changes in Industry or Licensure

## **Title 5 § 55040(b)(9)**

- District policy may permit students to re-enroll in courses where there has been such a change in industry or licensure standards that repetition of the course is necessary for employment or licensure.
- The change should be one that without the updated course, the student could not obtain or maintain his or her employment or license.
- Petition process with burden of proof on the student.

**Enrollment Limit:** Student – No specific limit.  
**Apportionment** – Same as student limit.





# **V. CONCLUSION AND QUESTIONS**

# Tips for Chairs:

- Get involved and work with others.
- Help develop local policies that clearly delineate district enrollment processes.
- Courses are not allowed to be designated as repeatable for ANY of the circumstances outlined in this presentation.
- Read the narrative guidelines and the table from the CO.



# Questions?

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