

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE MANUAL**

Title: REPETITION OF CREDIT COURSES	Number: AP 6.23
Legal Authority: Title 5, California Code of Regulations, Sections 55040, 55041, 55042, 55044, and 58161	

Repetition of Credit Courses may occur in accordance with the following procedures:

A. General Repetition of Credit Courses

Repetition of credit courses is allowed under the following general circumstances:

1. When the course has been designated as repeatable.
2. To permit a student to alleviate a substandard grade of D, F, NP, MW, FW or NC.
3. When the district determines that there has been a significant lapse of time since the course was taken.
4. When the district finds that the student's grade is, at least in part, the result of extenuating circumstances.
5. When the student is repeating a course in occupational work experience.
6. When a student with a disability is repeating a special class for students with disabilities.
7. When repetition is necessary to meet a legally mandated training requirement as a condition of continued paid or volunteer employment.
8. When there has been a significant change in industry or licensure standards such that repetition of the course is necessary for employment or licensure.

B. Effects of Repetition on the Transcript and Grade Point Average

1. When a student repeats a course, the original grade is not removed and therefore remains a part of the permanent record.
2. When a student repeats a course in which he or she has received a grade, any withdrawal with a "W" counts as a repetition.
3. When a student repeats a course to alleviate a substandard grade of D, F or FW, the original grade remains a part of the permanent record but will not be used in calculating the student's CCSF grade point average.
4. When course repetition is approved based on extenuating circumstances, the original grade remains a part of the permanent record but will not be used in calculating the student's CCSF grade point average.
5. When a student repeats a course in circumstances other than alleviating substandard coursework or approved extenuating circumstances, the original grade and any subsequent grades are used in calculating the student's CCSF grade point average.
6. Course repetition may affect a student's financial aid or other benefit status.

Recommended by Academic Senate; Reviewed by PGC on 5/19/16 New Procedure

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE MANUAL**

7. Some transfer institutions, unlike CCSF, may calculate all grades in the overall grade point average.
8. Students may repeat a course even after graduation from CCSF.
9. Courses that were excluded through the Academic Renewal process are counted in the course repetition limitations.

C. Repeatable Courses

Repeatable courses are courses in which any student who has completed a course can re-enroll in it, up to a certain limit. There are very few courses that may be designated as repeatable. Effective Fall 2013, Title 5 Section 55041 permits only the following to be repeatable:

1. Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree;
2. Intercollegiate athletics courses;
3. Intercollegiate academic or vocational competition courses that are part of a district sanctioned competitive activity.

Repeatable courses are identified in the College Catalog, along with their repetition limits. Repeatable courses may be taken for a total of four enrollments, unless further limits exist for the specific course. Any enrollment that results in a letter grade or "W" counts towards this limitation. Students do not need to file a petition to retake a repeatable course.

D. Alleviating Substandard Coursework

Students receiving a substandard grade of D, F, FW, NP, or NC may repeat a course up to two times in an effort to alleviate the substandard grade. Students are required to file a Petition for Course Repetition prior to the second repeat. Any repetition that results in a letter grade, or a withdrawal resulting in W (including such withdrawals in semesters before the ones in which the D, F, FW, NP, or NC were received), counts towards this two repetition limit.

E. Significant Lapse of Time

A student receiving a satisfactory grade may repeat a course one time if the district determines that there has been a significant lapse of time of no less than 36 months since that grade was obtained. This section applies when one of the following conditions is met:

1. A recency prerequisite has been established for a course or a program.
2. Another institution of higher education to which the student seeks to transfer has established a recency requirement which the student will not be able to satisfy without repeating the course in question. Note: The minimum 36-month lapse of time requirement may be waived if a student documents that repetition is necessary for his or her transfer to the institution of higher education.

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE MANUAL**

Students must complete a Petition for Course Repetition to repeat a course due to significant lapse of time.

F. Extenuating Circumstances

Students may repeat a course when the district determines that their previous grade, whether satisfactory or substandard, was, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. Students must complete a Petition for Course Repetition and provide verifiable documentation of the extenuating circumstances.

G. Occupational Work Experience

Occupational work experience courses may be repeated a maximum of 8 units per semester; general work experience courses may be repeated for a maximum of 6 units per semester. The cumulative maximum for work experience credit is 16 units. The repetition limit for a particular work experience course is printed in the College Catalog. Grades received in all repetitions of a work experience course will be counted in calculating the grade point average.

H. Students with Disabilities

The Disabled Students Programs & Services Department is allowed to offer special classes with content that addresses the educationally related functional limitations of students with disabilities pursuant to

Title 5 of the California Code of Regulations and state and federal nondiscrimination laws. Any number of repetitions of these classes may be allowed as a disability-related accommodation based on an individualized determination by the Disabled Students Programs & Services Department that one of the following circumstances applies:

1. When continuing success of the student in other general and/or special classes is dependent on additional repetitions of a specific special class;
2. When additional repetitions of a specific special class are essential to completing a student's preparation for enrollment into other regular or special classes; or
3. When the student has a student educational contract which involves a goal other than completion of the special class in question and repetition of the course will further achievement of that goal. Students enrolled in these courses may repeat them without petition.

I. Legally Mandated Training Requirement

Students may repeat a course when repetition is necessary to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. Students may repeat these courses any number of times. Students wishing to repeat a course to meet a legally mandated training requirement must file a Petition for Course Repetition and provide verifiable documentation of the requirement for training.

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**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE MANUAL**

J. Significant Change in Industry or Licensure Standards

Students may repeat a course when there has been a significant change in industry or licensure standards such that repetition of the course is necessary for employment or licensure. Students may repeat these courses any number of times. Students wishing to repeat a course to meet these employment or licensure requirements must file a Petition for Course Repetition and provide verifiable documentation of the significant change in industry or licensure standards.

K. Enrollment Limitations on Physical Education and Visual or Performing Arts Courses

Per Title 5 Section 55041, effective Fall 2013, students may not enroll more than four times in active participatory courses that are related in the areas of physical education or visual and performing arts, which includes art, dance, music, and theatre. 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.

-End-