

COURSE REPETITION AND COURSE WITHDRAWAL

References: Title 5 sections 55040 - 55045, 55253, 56029 and 58161

Southwestern Community College District will make provisions for a student to repeat a course with a substandard grade and/or withdrawal under the following circumstances:

I. Course Repetition due to substandard grades and/or withdrawals

1. If a student receives any combination of three (3) substandard academic grades (D, F or NP) or" W" withdrawal symbols, the student will not be allowed to have fourth attempt in the same course at Southwestern College. If the student can demonstrate extenuating circumstances requiring one additional repetition, the student may petition and attach the supporting documentation. See Section IX, "Petition Process," for more information.
2. When a student attempts to enroll for the second time in a course in which he/she has achieved a substandard academic grade and/or "W" withdrawal, the student will be notified electronically of the course repetition and withdrawal policy. The student will have to acknowledge receipt and understanding of the policy and will be required to complete an online tutorial. The tutorial will detail the academic options and referrals to appropriate resources such as Counseling, Academic Success Center/Tutorials, and/or department faculty.

Once a student achieves substandard academic grade and/or "W" withdrawal in the same course for a third time, a fourth repetition will not be allowed. Exceptions to this procedure may be approved only through a petition process. See Section IX, "Petition Process," for more information.

3. If a student passes a course on the second or any subsequent try, all previous substandard grades for that class shall be excluded from calculating student GPA. However, all grades shall be recorded on the student's transcript ensuring that student records are accurate and complete and grading procedures are transparent.
4. The Southwestern Community College District may not claim apportionment for a student who re-enrolls in a particular course in which the student has already earned any combination of three (3) substandard grades and/or Withdrawals "W." The College District may claim apportionment for the fourth attempt, if the petition for extenuating circumstance is approved. See Section IX, "Petition Process," for more information.

In addition, students may petition for course repetition in the following areas which the course(s) has already been successfully passed.

COURSE REPETITION AND COURSE WITHDRAWAL**II. Course Repetition – Significant Lapse of Time**

1. Students are permitted to repeat courses in which a “C” or better grade was earned where there was a significant lapse in time since the grade was obtained and
 - The College District has defined a significant lapse of time as no less than three (3) years and has established a recency prerequisite for a course or program; or
 - An institution of higher education to which the student wishes to transfer has established a recency requirement that the student cannot satisfy without repeating the course. Students may petition to repeat where the significant lapse of time is less than 36 months, if the student can provide documents where the repetition is necessary for the student to transfer to the institution of higher education.
2. When a student needs to repeat a course due to a significant lapse of time as defined in these procedures, the student must submit a petition. See Section IX “Petition Process” for more information.
3. When a course is repeated due to a significant lapse of time as defined in II (1), the College District will disregard the previous grade and credit when computing a student’s grade point average.

III. Course Repetition – Variable Units – Open entry/Open exit

1. Students may be permitted to enroll in variable unit open-entry/open-exit courses as many times as necessary to enable them to complete the entire curriculum of the course once.
2. Students may not repeat variable unit open-entry/open exit courses unless:
 - The course is required for legally mandated training; or
 - The course is a special class for students with disabilities which needs to be repeated; or
 - The student wishes to repeat the course to alleviate substandard work.
3. Whenever a student enrolls in a physical educational activity course offered for open-entry/ open exit, the enrollment will count as a repetition of the course.

IV. Occupational Work Experience

A student may repeat an occupational work experience course up to sixteen (16) units total and limited to eight (8) units of occupational work experience per

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semester. Each repetition is recorded and is included in the purpose of the calculation of student's grade point average.

V. Special Classes for Students with Disabilities

Students with verified disabilities who are enrolled in non-degree Personal Development courses (special classes pursuant to Title 5) within Disability Support Services may repeat courses any number of times based on an individualized determination that such repetition is required as a disability related accommodation for that particular student.

Student may petition to repeat a special class when:

- Continuing success of the student in other general and/or special classes is dependent on additional repetitions of a specific special class
- Additional repetitions of a specific special class are essential to completing a student's preparation for enrollment into other regular or special classes
- 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.

VI. Legally mandated training

A student may repeat a course with no limit to meet legally-mandated training requirements as a condition of continued paid or volunteer employment. The student must petition and provide documentation that course repetition is legally mandated. Courses may be repeated, regardless of whether or not substandard academic work was previously recorded. Each grade received shall be included for purposes of calculating the student's grade point average.

VII. Significant Change in Industry

Student may 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. Student must petition and provide documents that there has been a significant change in industry or licensure standards necessitating course repetition.

VIII. Course Withdrawal

1. In the event of extenuating circumstances which occur after the end of the fourteenth week or 75 percent of a term, the College District may, in consultation with appropriate faculty, allow a withdrawal "W" after the deadline. It shall be recorded as a "W." The withdrawal "W" will still count towards the maximum number of

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withdrawals.

Note: For the purposes of this section, “appropriate faculty” means the instructor of the course section or in the event the instructor cannot be contacted, the department chair or cognizant dean.

2. Students will not receive a “W” for a withdrawal that is determined to be due to discriminatory treatment or retaliation for alleging discriminatory treatment. Students may petition to re-enroll in the same course if the reason for one or more of the withdrawals is determined to be due to discriminatory treatment or retaliation for alleging discriminatory treatment. The course of action for determining discriminatory treatment is outlined in the Standards of Student Conduct procedures.
3. Military Withdrawal. "MW" occurs when a student who is a member of an active or reserve United States military service receives orders compelling the student to withdrawal from the courses. The withdrawal symbol assigned will be a "MW". Military withdrawals shall not be counted in progress probation, dismissal calculations or towards the number of permissible withdrawals.
4. When course repetition or withdrawal occurs, all grades shall be recorded on the student’s transcript ensuring that student records are accurate and complete and grading procedures are transparent.
5. Courses approved for Academic Renewal will still apply to the student’s academic record for the purposes of the Course Repetition and Course Withdrawal Policy and Procedure.

IX. Petition Process

Students will utilize the petition process for Course Repetition for the following areas:

Course Repetition and Course Withdrawal – Fourth Attempt

If a student can demonstrate extenuating circumstances requiring one additional repetition, the student may petition and attach the supporting documentation. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.

Significant Lapse of Time

Students may petition to repeat where the significant lapse of time is less than 36 months, if the student can provide documents where the repetition is necessary for

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the student to transfer to the institution of higher education.

Special Classes for Students with Disabilities

Student may petition to repeat a special class when:

- Continuing success of the student in other general and/or special classes is dependent on additional repetitions of a specific special class;
- Additional repetitions of a specific special class are essential to completing a student's preparation for enrollment into other regular or special classes;
- 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.

Legally Mandated Training

A student may repeat a course with no limit to meet legally-mandated training requirements as a condition of continued paid or volunteer employment. The student must petition and provide documentation that course repetition is legally mandated

Significant Change in Industry

Student must petition and provide documents that there has been a significant change in industry or licensure standards necessitating course repetition.

X. Apportionment for Course Enrollment

The College District may claim state apportionment for the attendance of students for enrollments in credit courses designated as repeatable and courses that are related in content for no more than four times for semester courses. This limitation applies even if a student receives a substandard grade or "W" during one or more of the enrollments in such a course.

The College District may claim state apportionment for one additional enrollment if all other requirements are met and only in the following circumstances:

1. Attendance of a student for an enrollment in a credit course resulting in that student's repetition of the credit course because there has been a significant lapse of time no less than 36 months since the student previously successfully completed the course, unless an exception to the 36 month requirements applies.
2. Attendance of a student for an enrollment in a credit course which is a

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repetition of the credit course is due to extenuating circumstances, if such credit course is not designated as repeatable, according this procedure.

3. Attendance of students in credit courses for enrollments in the credit courses without limitation if all other requirements are met and in the following circumstances:
 - a. Attendance of a student in legally mandated training regardless of whether substandard academic work has been recorded. Courses may be repeated for credit any number of times.
 - b. Attendance of a student with a disability may be claim for each enrollment by that student in a credit special class as a disability-related accommodation.
 - c. Attendance of a student for each enrollment in a portion of a variable unit open entry/open exit credit course that is necessary for the student to complete one time the entire curriculum of the course as described in the course outline of record.
 - d. Attendance of a student for each enrollment in a cooperative work experience course.
 - e. Attendance of a student withdrawing as a result of extenuating circumstances.
 - f. Attendance of a student receiving a military withdrawal ("MW").
 - g. Attendance of a student withdrawing as a result of discriminatory treatment.
 - h. Attendance of a student in a course as a result of a change in industry or licensure standards such that repetition of the course is necessary for employment or licensure.