

## **COURSE REPETITION/WITHDRAWAL “W” AND REPEATABLE COURSES**

The California Community College Board of Governors recently passed revisions to Title 5 regarding course repetition/withdrawal and Repeatable Courses that will be effective Fall 2013.

### **Course Repetition/Course Withdrawal – Fourth Attempt:**

A course may be repeated a fourth (4th) time after a student enrolls in the class three (3) times and receives a combination of three (3) substandard academic grades (D, F, NC, or NP) and/or withdrawal (W). If the student can demonstrate extenuating circumstances requiring one additional repetition, the student may petition and must attach supporting documentation. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student. Examples of documentation include: medical records, police reports, court documents, etc.

### **Significant Lapse of Time:**

A student may repeat a course due to a significant lapse of time of no less than 36 months, where a passing grade (CR or P) or C or better was previously earned and meets one of the following:

- The District has established a recency prerequisite for a course or program.

A student can petition less than 36 months, if a transfer institution requires a recency requirement that the student cannot satisfy without repeating the course.

### **Legally Mandated Training:**

A student may repeat a course to meet a legally mandated training requirement as a condition of continued or volunteer employment, regardless of whether or not a substandard grade (D, F, W, NC, or NP) was previously earned.

### **Special Classes for Students with Disabilities:**

Student may 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.

### **Significant change in industry:**

A student may repeat a course when there has been a significant change in industry or licensure standards. A letter from an employer or licensure entity to show the need for the course repetition.

**Repeatable Courses:**

A student may repeat a course for which repetition is necessary to meet the major transfer requirements of CSU or UC for completion of a bachelor's degree. Transfer college catalog description that verifies that the repetition is necessary.

If you need more information on the petition process to repeat these courses, please refer to the college catalog or pick up a petition at the Information Counter at the Cesar Chavez building.