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Counselor/Assessment Center
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Dean, Enrollment Services
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Members

Sara Boosheri
Professor, Mathematics

Shannon Herbert
Professor, English

Deyna Hearn
Dean, Student Life

Denise Kinsella
Associate Dean, IEC

Lucy Kluckhohn-Jones
Professor, Microbiology

Maribel Lopez
Professor, Mathematics

Alicia Villalpando
Counselor, Transfer Center

Interested Parties (non-voting)

Benny Blaydes
Counselor, Associated Students

Gail Fukuhara
Counselor, International Counseling
Center

Laurie Guglielmo
Chair, Counseling Department

Nathalie Laille
Counselor, Disabled Students Center

Angelita Ramos
Recording Secretary

Fall 2013 Meetings

HSS 261
2:00 – 3:45 p.m.
September 10*, 24*
October 15**, 29**
November 12*, 26**

*Meeting in SCI-251

**Meeting in Library Conference Room

**JOINT ACADEMIC SENATE
STUDENT AFFAIRS COMMITTEE**
Santa Monica College

AGENDA
SEPTEMBER 24, 2013

1. Public Comments
2. Approval of Minutes: September 20, 2013 (p. 2)
3. Old Business
 - a. AR 4311 Grade Entries (Use of FW grade)
 - b. Additional ARs to review/update:
 - i. AR 4410 Rules for Student Conduct
 - ii. AR 4411 Code of Academic Conduct
4. New Business
 - a. Administrative Regulation Review Groups (p. 5)
 - b. AR 4340 Limits for Credit Course Enrollment (p. 6)
 - i. Related Title 5 Regulations (p. 11)
5. Announcements

JOINT ACADEMIC SENATE
STUDENT AFFAIRS COMMITTEE
Santa Monica College

Minutes

SEPTEMBER 10, 2013

Attendees: Esau Tovar, Kiersten Elliott, Sara Boosheri, Shannon Herbert, Denise Kinsella, Lucy Kluckhohn Jones, Maribel Lopez, Alicia Villalpando, Benny Blades, Gail Fukuhara, Laurie Guglielmo

Excused/Absent: Deyna Hearn, Nathalie Laille

1. Call to order 2:05 pm.
2. Introduction of members.
3. Minutes from May 28, 2013 approved as presented.
4. Presentation of this year's goals by the Esau:
 - Review Student Success Act Title 5 Regulations and revise all appropriate Administrative Regulations: Matriculation, Mandatory Assessment, Course Placement, and Challenge Procedures
 - Ensure that all Administrative Regulations adopted by the Academic Senate are officially published on a timely basis.
5. **Discussions**
 - a. **Issues from spring 2013 meetings**
 - No final draft of AR submitted through proper channels; no final version currently available of the official website. Esau will check with Denise Kinsella to see if they have final version, if not we will go back to the Academic Senate minutes, and then work with Lisa Rose to post them online.
 - b. **Proposed Administrative Regulation Revisions**

The committee discussed a number of administrative regulations to be reviewed during the academic year—in no particular order.

 - a. **AR 4344: Students Dismissed from a Program as a Result of Unsafe Performance**

Esau reported that the former SAC chair, Bea Magallon, requested feedback from different departments, but did not hear from all. Kiersten offered to check with Bob Myers for feedback.
 - b. **AR 4311: Grade Entries (use of FW grade)**
 - Kiersten noted that beginning this fall 2013, the FW grade will be issued to select students; namely those who withdraw prior to the 60% deadline. This is being implemented primarily to facilitate the flagging of students who receive financial aid, whom must repay the college because of the unofficial withdrawal. Faculty has to tell

if student got an F for stopping attending and not dropping the class or if the student was in class all the time.

- In the past we used to have FW and it went away. Question is, if the student participated or stopped participating; 60% participation allows the student to keep the money. Assigning an FW and how it will translate into an F on the transcript is not clear.
- Concern is faculty is now in charge in deciding to give an FW or F since students have up to 75% of the term to drop. It may encourage students to request faculty to get an FW. Given that Title 5 regulations indicate that an FW grade should only be issued after the student has ceased participation in the class past the last withdrawal deadline, issuing an FW grade as planned may not be possible. It was suggested that a legal opinion be requested.
- Students should be made aware of the use of this new grade thru e-blast as an alert to alert them of potential consequences. The meaning of FW must also be put in the syllabus.
- There are community colleges that require attendance from faculty each semester be submitted to Admissions Office. We have never been audited for attendance records. It is hard on the students to prove if they never attended.
- The course catalog has already been revised to account for the FW, but not the AR.

Title V - 55023 (c). Academic Record Symbols and Grade Point Average (refer to publication for complete interpretation. This is addressing financial aid.

- D grade - less than satisfactory. It was pointed out as interpreted cannot be used for pre-requisite.
- F grade – earned for lack of participation

c. AR 4111.4 – Mandatory Assessment, Course Placement and Challenge Procedures

- Given the passage of the Student Success Act of 2012, we may revise some of our regulations to be fully consistent with the changes. SMC started mandating assessment nearly 10 years ago.
- A request was made by our articulation officer to consider granting placement waivers based on a grade of C-; however, our AR calls for a C or better grade.
- We would also like to add a provision for accepting the CSU's Early Assessment Program to grant waivers. Students typically take these in the 11th grade in English and math. In 2015 all students in CA high schools will be taking the test. This summer we started piloting EAP and CSU placement tests at SMC. We granted approximately 30 waivers. Esau will track those students in the fall semester and if necessary make some changes. If we are successful then we will expand.

- Availability of CSU EAP for placement at SMC to be communicated to students thru assessment website and Outreach counselors.

d. AR 4405 – Student Bill of Rights

- Changes in legislation and Education require we update this AR to add a nondiscrimination clause related to gender identity. Esau had requested that Student Affairs update this AR a couple years ago, but the committee did not get to it.
- There is also an ed code provision requiring that institutions identify a person to advocate for the needs of LGBT staff, faculty, and students. The college used to have a diversity officer but was removed when the person left. Any issues related to this is now handled by Human Resources.

e. AR 4435 Responsible Use of Computer Resources

- This AR has not been examined in 10 years. Esau approached Jocelyn Chong several months ago about a potential revision. Jocelyn Chong thought it would be best if the Information Technology committee examined it before we did.

f. AR 4340 – Limits for Credit Course Enrollment

- To continue with what was started last semester.

g. AR 4111.6 – Transfer Credit from Foreign Institution

- Kiersten pointed out that current practices are not consistent with the old language in the AR. Thus there is a need to update.

6. Other issues

- It was suggested that 2-3 committee members group in subgroups to revise the ARs we discussed. Once the proposed revisions are ready, we can bring them to the entire group for consideration.
- for next meeting, AR 4440

7. Meeting adjourned at 3:45 pm

8. Next meeting September 24, 2013 from 2:00-3:45pm, SCI-251

By Angelita Ramos

REV. ET

Administrative Regulations Review Groups

- AR 4114 Matriculation: Esau, Kiersten, Delores Raveling
- AR 4111.4 Mandatory Assessment, Course Placement, and Challenge Procedures: Esau, Kiersten, Maribel
- AR 4111.6 Transfer Credit from Foreign Institutions: Kiersten, Laurie, Gail
- AR 4410 Rules for Student Conduct: Esau, Deyna
- AR 4411 Code of Academic Conduct: Esau, Deyna
- AR 4420 Standards of Enrollment for Participation in SMC Student Government: Deyna
- AR 4340 Limits for Credit Course Enrollment: Esau, all
- AR4344 Students Dismissed from a Program as a Result of Unsafe Performance: Esau, Kiersten, ?
- AR 4405 Student Bill of Rights: Esau, Shannon
- AR 4435 Responsible Use of Computer Resources: Will ask Jocelyn Chong again
- AR 4446 Club Events: Deyna

ARTICLE 4300 STUDENT PROGRESS AND GRADUATION

RATIONALE FOR REVISION: Multiple sections of Title 5 were revised setting new limitations on the repeatability of courses, and instances when apportionment for the repetitions could be claimed. New limits were established for enrollments in active participatory courses to a maximum of four enrollments total, regardless of grade received by student (Physical Education, Visual Arts and Performing Arts).

Interpreting the changes:

The Student Affairs Committee, with the assistance of Kiersten Elliott and Georgia Lorenz, proposed several revisions to AR4340 in spring 2013. These revisions were not finalized. Thus our 2013-14 SAC will complete this work.

Proposed **additions** by 2012-13 SAC are denoted in underlined red text

Proposed **deletions** by 2012-13 SAC are denoted in ~~strikethrough red text~~

Proposed **additions** by Esau are denoted in underlined red, highlighted text

Proposed **deletions** by Esau are denoted in ~~strikethrough red, highlighted text~~. The text may be highlighted in dark pink if I inserted a comment relevant to that text.

AR 4340 Limits for Credit Course Enrollment

Santa Monica College limits enrollment in a single course up to three enrollments, and may permit an additional enrollment, under certain limited exceptions as outlined in Title 5, Sections 55040, 55041, 55042 and 55043. ~~Starting Summer 2012, a~~All current and prior credit course enrollments, repetitions and withdrawals in a student's enrollment record are counted towards the ~~new~~ limit. Enrollments include any combination of ~~repetitions~~ graded course completions, withdrawals, and current enrollments pursuant to Title 5, Section 55040 and 58161 and 55040 of the California Code of Regulations.

1. Repetition of Substandard and Withdrawal Coursework

Definitions:

a. Substandard coursework is hereby defined as courses in which a student has received grades of "D," "F," "NP," or "NC."

~~a.b.~~ A repetition is defined as enrollment in a course after a substandard grade (D, F, NP or NC) has been earned.

c. Withdrawal coursework is hereby defined as courses in which a student has received a "W" for the course.

~~b.d.~~ A re-enrollment is defined as enrollment in a course after a "W" ~~was~~ has been obtained.

~~e.e.~~ While the term "repetition" is used to indicate the repetition of a course where a substandard grade was earned, and the term "re-enrollment" is used to signify re-enrollment in a course where a recorded withdrawal was given issued, the terms are used interchangeably in considering the maximum allowable enrollments in a course.

2. Repetition of Satisfactory Coursework with Limitations

Repetition of courses in which a student has received a grade of "C" or better is permitted only in cases of unusual circumstances ~~as described in Title 5, Section 55253~~^[ET1]. The student must make this request directly through a counselor and present supporting documentation. Such repetition shall have no effect on GPA or units completed. ~~A student earning a satisfactory grade may not enroll in that course again unless one of the following exceptions applies.~~^[ET2] Unusual circumstances are defined as, but not limited to the following:

- a. A refresher course is needed in order to advance to a higher course level. The original course shall have been completed no less than three years (36 months) prior to the repetition. ~~In certain disciplines a shorter time period may be warranted. Certain programs may have specific requirements or limitations.~~^[ET3]
- b. A Santa Monica College program requires that a course be taken within a specified time before entry into the program and a recency prerequisite has been established. If the transfer institution 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. The student may be allowed to repeat a course where less than 36 months have elapsed, if the student documents the repetition is necessary for the student's transfer to the institution of higher education. Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree are repeatable. Pursuant to Title 5, Section 55041.
- c. If another higher education institution 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. The student may be allowed to repeat a course where less than 36 months have elapsed, if the student documents the repetition is necessary.
- d.
- f. Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree.
- e. ~~e. Repeating a portion of a variable unit open entry/open exit credit course is permitted pursuant to Title 5, Section 55044 of the California Code of Regulations.~~

3. Credit Course Enrollments without Limitations

Repetition of courses where satisfactory work has been recorded shall also be permitted any number of times under the circumstances noted below.

- a. in instances wWhen such repetition is necessary for a student to meet a legally mandated training or cooperative/occupational work experience requirement (e.g., government-required licensing, certification, recertification) as a condition of paid or volunteer employment, per Title 5, Section 55040(b)(8).
- b. When rRepeating a portion of a variable unit open entry/open exit credit course, is permitted pursuant to Title 5, Section 55044 of the California Code of Regulations.
- c. Repetition of courses where satisfactory work has been recorded shall also be permitted. To enroll in a course as a result of a significant change in industry or licensure standards such that the repetition of the course is necessary for the student's employment or licensure, as per Title 5, Section 55040(b)(9).

d.

~~Such courses may be repeated any number of times and the grade received for each repetition above each time shall be included for purposes of calculating the student's grade point average. The student must request re-enrollment directly through a counselor and present supporting documentation. A list of courses with a recency requirement will be maintained through the Curriculum Committee in the Office of Academic Affairs.~~

4. Repetition Limitations of Unsatisfactory Coursework

~~The limitations on enrollments do not apply to enrollment in credit courses identified as "repeatable." Such courses include but are not limited to physical education courses, and visual or performing arts, in accordance with Title 5, Section 55041.~~

- a. A student may repeat a course one time (second enrollment) to alleviate a substandard grade or "W" without authorization from a counselor.
- b. A student may request to repeat a course a second time (third enrollment) to alleviate a substandard grade or "W" by meeting with a counselor. The counselor will determine whether a Petition for Special Consideration is warranted. Repetition approval is not automatic and is determined on a case by case basis. If a Petition is submitted, a final decision for its approval will be made by a review committee comprised of at least two counseling faculty members and the Dean of Counseling and Retention (or designee) and such decision will be final.
- c. A student may request to repeat a course a third time (fourth enrollment) to alleviate a substandard grade or "W" when:
 - a significant lapse of time has passed since it was last taken, or
 - extenuating circumstances such as flood, fire, accident, illness, or
 - verified extraordinary conditions beyond the student's control, consistent with the requirements of Title 5, Section 55045 prevented the student from completing the course successfully on the third attempt, or -
 - 1. repetition is warranted to enable the completion of a degree, certificate, or transfer requirements or as outlined in Section 2 of this regulation.

~~In such cases, a~~ A Petition for Special Consideration may be submitted only after meeting with a counselor. Repetition approval is not automatic and is determined on a case by case basis. A final decision for its approval will be made by a review committee comprised of at least two counseling faculty members and the Dean of Counseling and Retention (or designee) and such decision will be final.

- d. Students with documented disabilities may repeat a class special beyond the limits imposed by this policy only when repetition of the special class is required as a reasonable accommodation. These additional repeats must be authorized by the DSPS Coordinator (or designee) on a case by case basis.
- e. The student's permanent academic record shall clearly indicate any courses repeated using an appropriate symbol and be annotated in such a manner that all work remains legible, ensuring

a true and complete academic history. The District will reflect the course repetition in calculating student's grade point average, progress probation and disqualification status.

- f. In cases where a student has two recorded substandard grades in the same course, the third grade received (A-F, CR, NC, P, NP) replaces them both, pursuant to Title 5, Section 55042(b) of the California Code of Regulations. In cases where a student has more than two substandard grades, the first two substandard grades will be **removed disregarded** in calculating grade point average.
- g. In cases when a student is authorized to repeat a course a third time (fourth enrollment), the third and fourth enrollment grades will be used in calculating grade point average, progress probation and disqualification status.

5. Active Participatory Courses ~~that are~~ Related in Content

Active participatory courses are defined as those courses for which individual study or group assignments are the basic means by which learning objectives are obtained (Title 5, Section 55000). Students are permitted no more than four (4) enrollments within a group of Physical Education, Visual Arts, or Performing Arts active participatory courses that are related in content. This limitation includes repetitions to alleviate a substandard grade or "W" during one or more of these enrollments, or petitions for repetition due to extenuating circumstances as provided in Title 5, Section 55045.

Exceptions for significant lapse of time may be considered pursuant to Title 5, Section 55040(2)(a).

6. Conditions for Repeatability of Courses

No course is inherently repeatable. Under the following three narrowly defined conditions the college determines which courses may be repeatable. A list of such and all necessary supporting documentation is maintained through the Curriculum Committee in the Office of Academic Affairs and can also be found in the Counseling department website.

- a. Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree, pursuant to Title 5, Sections 55040(b)(1), 55041(a)(1). (Maximum four 4 semester enrollments).
- b. Intercollegiate Athletics courses in which a student athlete is required to enroll to participate in an organized competitive sport or conditioning courses in Athletics which support the organized competitive sport.
- c. Intercollegiate academic or vocational competition courses that are designed specifically for participation in non-athletic competitive events between students from different colleges that are sanctioned by a formal collegiate or industry governing body. [Pursuant to Title 5, Section 55040(b)(1), 55041(a)(3) (Maximum four enrollments)]. Participation in the event must be directly related to the course content and objectives pursuant to subdivisions (a) or (b) of Title 5, Section 55002.
- d. The grades received in each of the three types of courses above shall be included for calculating the student's GPA [Title 5, Section 55041(c)].

Reference: Title 5, Section 55500, 55002, 55003, 55023, 55040, 55041, 55042, 55043, 55044, 55045, 55253, 56029, 58161, 58509

Reviewed and/or Updated: 5/24/05, 4/9/12 (combined AR 4340 and AR 4341), 9/24/13

Comments:

ET1: This proposed added text does not make sense here. Unusual circumstances are defined below, but T5 Section 55253 refers to cooperative work experience.

ET2: This proposed addition is redundant. This paragraph has already noted that unusual circumstances must apply are are defined below.

ET3: This seems out of place and just does not make sense. What programs? The minimum lapse is of three years, and changes in industry requirements/licensure are covered below.

Title 5 Regulations Relevant to AR 4340

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§ 55040. District Policy for Course Repetition.

(a) The governing board of each community college district shall adopt and publish policies and procedures pertaining to the repetition of credit courses. Such policies and procedures shall not conflict with section 55025 or Education Code section 76224, pertaining to the finality of grades assigned by instructors, or with subchapter 2.5 (commencing with section 59020) of chapter 10 of this division, pertaining to the retention and destruction of student records.

(b) The policies and procedures adopted pursuant to subdivision (a) may,

(1) designate certain types of courses as “repeatable courses” consistent with the requirements of section 55041.

(2) permit a student to repeat a course in an effort to alleviate substandard academic work consistent with the requirements of section 55042.

(3) permit or require a student to repeat a course due to significant lapse of time consistent with the requirements of section 55043.

(4) permit a student to repeat a portion of a course, other than a physical education, visual arts, or performing arts course, offered for variable units on an open-entry/open-exit basis which the student previously completed only under the circumstances described in section 55044.

(5) permit a student to repeat a course which is not designated as a repeatable course, regardless of whether substandard academic work was previously recorded, where the district determines, consistent with section 55045, that there are extenuating circumstances which justify the repetition.

(6) permit a student to repeat a course in occupational work experience under the circumstances described in section 55253. When an occupational work experience course is repeated pursuant to that section, the grade received each time shall be included for purposes of calculating the student's grade point average.

(7) permit a student with a disability to repeat a special class for students with disabilities any number of times based on an individualized determination that such repetition is required as a disability-related accommodation for that particular student for one of the reasons specified in section 56029. The district policy may allow the previous grade and credit to be disregarded in computing the student's GPA each time the course is repeated.

(8) permit a student to repeat a course determined to be legally mandated as defined in section 55000, regardless of whether substandard academic work has been recorded. Such courses may be repeated for credit any number of times. The governing board of a district may establish policies and procedures requiring students to certify or document that course repetition is legally mandated.

(9) permit a student to petition the district to 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. Such courses may be repeated for credit any number of times. The governing board of the district may establish policies and procedures requiring students to certify or document that there has been a significant change in industry or licensure standards necessitating course repetition.

(c) The policies and procedures adopted by the governing board of each community college district pursuant to subdivision (a) may not permit student enrollment in active participatory courses, as defined in section 55000, in physical education, visual arts or performing arts that are related in content, as defined in section 55000, more than four times for semester courses or six times for quarter 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 or petitions for repetition due to extenuating circumstances as provided in section 55045.

(d) When course repetition occurs pursuant to this section, the student's permanent academic record shall clearly indicate any courses repeated using an appropriate symbol and be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

(e) Notwithstanding the limits set forth above, apportionment will be limited as set forth in section 58161.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

HISTORY

1. New article 4 (sections 55040-55043) and section filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2007, No. 35).
2. Amendment filed 5-16-2008; operative 6-15-2008. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2008, No. 21).
3. Amendment of subsections (a), (b)(1) and (c)(2) filed 9-29-2009; operative 10-29-2009. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2009, No. 43).
4. Amendment of subsections (c)(1)-(5) and new subsection (e) filed 9-12-2011; operative 10-12-2011. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2011, No. 37).
5. Repealer of subsections (b)-(b)(2), subsection relettering, amendment of newly designated subsections (b), (b)(2) and (b)(5) and new subsections (b)(8)-(c) filed 12-27-2012; operative 1-26-2013. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2013, No. 1).
6. Amendment of subsection (b)(4) filed 8-6-2013; operative 9-5-2013. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2013, No. 32).

5 CCR § 55040, **← 5 CA ADC § 55040 →**

This database is current through 9/6/13 Register 2013, No. 36

END OF DOCUMENT

§ 55041. Repeatable Courses.

(a) Districts may only designate the following types of courses as repeatable:

(1) Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree. The governing board of a district must retain supporting documentation that verifies that the repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree. The supporting documentation must be retained by the district as a Class 3 record basic to audit as required by section 59020 et seq.;

(2) Intercollegiate athletics, as defined in section 55000; and

(3) Intercollegiate academic or vocational competition, as defined in section 55000, where enrollment in the course and courses that are related in content, as defined in 55000, is limited to no more than four times for semester courses or six times for quarter courses. This enrollment limitation applies even if the 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 as provided in section 55045.

(b) The district must identify all courses which are repeatable and designate such courses in its catalog.

(c) When a course is repeated pursuant to this section, the grade received each time shall be included for purposes of calculating the student's grade point average, except if the course is repeated pursuant to another section of this article that permits district policy to allow the previous grade(s) to be disregarded.

(d) Notwithstanding the limitations above, apportionment will be limited as set forth in section 58161.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901, 70902 and 76000, Education Code.

HISTORY

1. New section filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2007, No. 35).

2. Amendment of section heading and section filed 5-16-2008; operative 6-15-2008. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2008, No. 21).

3. Repealer and new section filed 12-27-2012; operative 1-26-2013. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2013, No. 1).

4. Amendment of subsections (a)(3) and (c) filed 8-6-2013; operative 9-5-2013. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2013, No. 32).

5 CCR § 55041, ← **5 CA ADC § 55041** →

This database is current through 9/6/13 Register 2013, No. 36

END OF DOCUMENT

§ 55042. Course Repetition to Alleviate Substandard Academic Work.

(a) The district policies and procedures on course repetition adopted pursuant to section 55040 may permit a student to repeat a course in an effort to alleviate substandard academic work.

(b) If a student repeats a course which is not designated as a repeatable course and receives a satisfactory grade, then he or she may not repeat the course again pursuant to this section and any further repetition of the course must be authorized by another provision of this division. If a student repeats the course and receives another substandard grade, the district policy may permit the student to repeat the course one additional time in an effort to alleviate substandard work. District policy may permit a student to petition to repeat a course for which three substandard grades have been assigned, provided apportionment is not claimed pursuant to section 58161. The first two substandard grades may be excluded in computing the student's GPA if the student repeats the class two or more times.

(c) If a student repeats a repeatable course and a substandard grade has been recorded, district policy may allow the previous grade and credit to be disregarded provided that no additional repetitions are permitted beyond those enrollment limits otherwise allowed by section 55041. No more than two substandard grades may be alleviated pursuant to this section.

(d) Notwithstanding section 55041, policies and procedures related to course repetition to alleviate substandard academic work shall:

(1) permit repetition of any course which was taken in an accredited college or university and for which substandard academic work is recorded;

(2) indicate any specific courses or categories of courses where repetition pursuant to this section is not permitted; and

(3) in determining transfer of a student's credits, honor similar, prior course repetition actions by other accredited colleges and universities.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

HISTORY

1. New section filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2007, No. 35).
2. Repealer and new section filed 5-16-2008; operative 6-15-2008. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2008, No. 21).
3. Amendment filed 9-29-2009; operative 10-29-2009. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2009, No. 43).
4. Amendment of subsections (b)-(c) filed 9-12-2011; operative 10-12-2011. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2011, No. 37).
5. Amendment of subsection (c) filed 8-6-2013; operative 9-5-2013. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2013, No. 32).

5 CCR § 55042, ← **5 CA ADC § 55042** →

This database is current through 9/6/13 Register 2013, No. 36

END OF DOCUMENT

§ 55043. Course Repetition Due to Significant Lapse of Time.

(a) In addition to permitting course repetition in the circumstances described in other provisions of this article, a district may also permit or require repetition of a course where the student received a satisfactory grade the last time he or she took the course but the district determines that there has been a significant lapse of time of no less than 36 months since that grade was obtained and:

(1) the district has properly established a recency prerequisite for a course or program pursuant to section 55003. or

(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. Pursuant to petition, a district may allow repetition where less than 36 months have elapsed pursuant to this subdivision if the student documents the repetition is necessary for the student's transfer to the institution of higher education.

(b) If the district determines that a student needs to repeat an active participatory experience course, as defined in section 55000, in physical education or visual or performing arts, or an active participatory experience course that is related in content, as defined in section 55000, due to significant lapse of time, that repetition shall be counted in applying the limit on repetitions set forth in section 55040(c) except that, if the student has already exhausted the number of repetitions permitted under subdivision (c), an additional repetition due to significant lapse of time may be permitted or required by the district.

(c) When a course is repeated pursuant to this section, the district policy may allow the previous grade and credit to be disregarded in computing the student's GPA.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

HISTORY

1. New section filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2007, No. 35).

2. Repealer and new section filed 5-16-2008; operative 6-15-2008. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2008, No. 21).

3. Amendment of subsections (a)-(b) filed 12-27-2012; operative 1-26-2013. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2013, No. 1).

5 CCR § 55043, ← 5 CA ADC § 55043 →

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§ 55044. Repetition of Variable Unit Courses.

(a) Except for active participatory courses in physical education, visual arts, or performing arts, if a community college district offers credit courses for variable units on an open-entry/ open-exit basis pursuant to section 58164, the district policies and procedures on course repetition adopted pursuant to section 55040 shall provide that a student may enroll in the course as many times as necessary to

complete one time the entire curriculum of the course as described in the course outline of record. District policy may not permit students to enroll more than one time in an active participatory course in physical education, visual arts, or performing arts pursuant to this section. District policy may not permit the student to repeat any portion of the curriculum for the course, unless:

- (1) the course is required for legally mandated training;
- (2) the course is a special class for students with disabilities which the student needs to repeat for one of the reasons described in section 56029;
- (3) repetition of the course to retake a portion of the curriculum is justified by extenuating circumstances pursuant to section 55045; or
- (4) the student wishes to repeat the course to alleviate substandard work recorded for a portion of the curriculum as authorized pursuant to section 55042.

(b) When course repetition of a portion of a course is permitted under the circumstances described in subdivision (a), the district policy may allow the previous grade and credit to be disregarded in computing the student's GPA.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

HISTORY

1. New section filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2007, No. 35).
2. Repealer and new section filed 5-16-2008; operative 6-15-2008. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2008, No. 21).
3. Amendment of subsection (a), repealer of subsection (b) and subsection relettering filed 8-6-2013; operative 9-5-2013. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2013, No. 32).

5 CCR § 55044, ← **5 CA ADC § 55044** →

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§ 55045. Course Repetition Due to Extenuating Circumstances.

The district policies and procedures on course repetition adopted pursuant to section 55040 may permit a student to repeat a course only if:

(a) the repetition is expressly authorized by another provision of this article; or

(b) the student files a petition and the governing board of the district or its designee grants written approval of the petition based on a finding that the student's previous grade (whether substandard or passing) 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. When course repetition is approved pursuant to this subdivision, the district policy may allow the previous grade and credit to be disregarded in computing the student's GPA each time the course is repeated.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

HISTORY

1. New section filed 5-16-2008; operative 6-15-2008. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2008, No. 21).

5 CCR § 55045,  **5 CA ADC § 55045** 

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§ 58161. Apportionment for Course Enrollment.

(a) A community college district may claim the attendance of students for enrollments in credit courses for state apportionment only if so authorized by this section and if all other requirements of this division are satisfied. For purposes of this section, the definition of enrollment found in section 55000 shall apply.

(b) A district may claim state apportionment for an enrollment in a credit course for the attendance of a student who receives a satisfactory grade, as defined in section 55000, one time unless an exception applies.

(c) A district may claim state apportionment for the attendance of students for enrollments totaling a maximum of three times per credit course and if all other requirements of this division are satisfied.

(d)(1) Notwithstanding subdivisions (b) and (c) of this section, a district may claim state apportionment for the attendance of students for enrollments in credit courses designated as repeatable, as provided in section 55041, as defined in section 55000, for no more than four times for semester courses or six times for quarter 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.

(2) Notwithstanding subdivisions (b) and (c) of this section, a district may claim state apportionment for the attendance of students in active participatory credit courses that are related in content, in physical education, visual arts, or performing arts, as provided in section 55040(c), for no more than four times for semester courses or six times for quarter 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.

(e) Notwithstanding subdivisions (b), (c), (d) and (e) of this section, a district may claim state apportionment for one additional enrollment if all other requirements of this division are met and only in the following circumstances:

(1) The attendance of a student for an enrollment in a credit course resulting in that student's repetition of the credit course because the district determines pursuant to section 55043 that there has been a significant lapse of time of no less than 36 months since the student previously successfully completed the course, unless an exception to the 36 month requirement applies.

(2) The attendance of a student for an enrollment in a credit course which is a repetition of the credit course pursuant to section 55045 due to extenuating circumstances, if such credit course is not designated as repeatable pursuant to section 55041.

(f) Notwithstanding subdivisions (b), (c) and (d) of this section, a district may claim state apportionment for the attendance of students in credit courses for enrollments in the credit courses without limitation if all other requirements of this division are met and in the following circumstances:

(1) The attendance of a student in legally mandated training as provided in section 55040(b)(8).

(2) The attendance of a student with a disability may be claimed for state apportionment for each enrollment by that student in a credit special class as a disability-related accommodation which is justified by one of the circumstances described in section 56029.

(3) Except for active participatory courses in physical education, visual arts, or performing arts, the 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, may be counted for state apportionment only to the extent that repetition of such courses is permitted pursuant to section 55044.

(4) The attendance of a student for each enrollment in a cooperative work experience course pursuant to section 55253.

(5) The attendance of a student withdrawing as a result of extraordinary conditions pursuant to section 55024(a)(10).

(6) The attendance of a student receiving a military withdrawal ("MW") pursuant to section 55024(d)(1).

(7) The attendance of a student withdrawing as a result of discriminatory treatment pursuant to section 55024(a)(8).

(8) The 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 as set forth in section 55040(b)(9).

(g) To the extent permitted by article 4 of subchapter 1 of chapter 6, a district may permit enrollment in credit courses beyond the limits set forth in this section, but such additional enrollments may not be claimed for state apportionment.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code.

HISTORY

1. New section filed 8-25-83; effective thirtieth day thereafter (Register 83, No. 35).
2. Amendment of subsections (b)(2), (c)(1)-(2) and Note filed 5-15-93; operative 6-4-93 (Register 93, No. 25).
3. New subsection (c), subsection relettering, amendment of newly designated subsections (d), (d)(2) and (d)(4) and amendment of Note filed 3-25-98; operative 4-24-98. Submitted to OAL for printing only (Register 98, No. 14)
4. Amendment of subsections (b)(1), (b)(3) and (d)(4) filed 3-15-2006; operative 4-14-2006. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2006, No. 17)
5. Repealer and new section filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2007, No. 35).
6. Amendment filed 5-16-2008; operative 6-15-2008. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2008, No. 21)
7. Amendment of section heading and section filed 9-12-2011; operative 10-12-2011. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2011, No. 37)
8. Amendment filed 12-27-2012; operative 1-26-2013. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2013, No. 1).
9. Redesignation and amendment of subsection (d) as new subsection (d)(1), new subsection (d)(2) and amendment of subsection (f)(3) filed 8-6-2013; operative 9-5-2013. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2013, No. 32).

5 CCR § 58161, ← **5 CA ADC § 58161** →

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§ 55253. College Credit and Repetition.

(a) For the satisfactory completion of all types of Cooperative Work Experience Education, students may earn up to a total of 16 semester credit hours or 24 quarter credit hours, subject to the following limitations:

(1) General Work Experience Education.

A maximum of six semester credit hours or nine quarter credit hours may be earned during one enrollment period in general work experience education.

(2) Occupational Work Experience Education.

A maximum of eight credit hours may be earned during one enrollment period in occupational work experience education.

(b) If a 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, the district policy on course repetition adopted pursuant to section 55040 may permit a student to repeat that course any number of times so long as the student does not exceed the limits on the number of units of cooperative work experience education set forth in subdivision (a). Consistent with section 58161, attendance of a student repeating a cooperative work experience course pursuant to this subdivision may be claimed for state apportionment.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

HISTORY

1. Amendment filed 4-26-74; effective thirtieth day thereafter (Register 74, No. 17).
 2. Amendment filed 11-4-77; effective thirtieth day thereafter (Register 77, No. 45).
 3. Amendment filed 9-29-78; designated effective 1-2-79 (Register 78, No. 39).
 4. Amendment filed 4-27-83; effective thirtieth day thereafter (Register 83, No. 18).
 5. Amendment filed 3-4-91 by Board of Governors of California Community Colleges with the Secretary of State; operative 4-5-91 (Register 91, No. 23). Submitted to OAL for printing only pursuant to Education Code Section 70901.5(b).
 6. Editorial correction of History 5 (Register 95, No. 20).
 7. Amendment filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2007, No. 35).
 8. Amendment of section heading and section filed 5-16-2008; operative 6-15-2008. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2008, No. 21).
 9. Amendment of subsections (a)(1)-(2) filed 11-24-2009; operative 12-24-2009. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2009, No. 49).
- 5 CCR § 55253, ← **5 CA ADC § 55253** →

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