

**COMMITTEE MEMBERSHIP**

Esau Tovar  
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Counselor/Assessment Center  
310-434-4275

Kiersten Elliott  
Vice Chair  
Dean, Enrollment Services  
310-434-4173

**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

**Student Representatives**

John Ethridge  
Pablo Garcia

**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\*\*

# JOINT ACADEMIC SENATE STUDENT AFFAIRS COMMITTEE

Santa Monica College

**AGENDA**

**OCTOBER 15, 2013**

1. Public Comments
2. Approval of Minutes
3. Old Business
  - a. FW grade/Financial Aid
  - b. Update on AR Revisions by SAC Groups
  - c. Revision of AR4340 Limits for Credit Course Enrollment
    - a. Related Title 5 Regulations
4. Announcements

\*Meeting in SCI-251

\*\*Meeting in Library Conference Room

# JOINT ACADEMIC SENATE STUDENT AFFAIRS COMMITTEE

Santa Monica College

## Minutes

SEPTEMBER 24, 2013

**Attendees:** Esau Tovar, Kiersten Elliott, Sara Boosheri, Shannon Herbert, Denise Kinsella, Lucy Kluckhohn Jones, Maribel Lopez, Laurie Guglielmo, John Ethridge (student representative)

**Excused/Absent:** Deyna Hearn, Nathalie Laille, Alicia Villalpando, Benny Blades, Gail Fukuhara

1. Call to order 2:05 pm
2. Minutes from September 10, 2013 approved with minor corrections.
3. Report on FW grade:
  - Kiersten provided the committee with an update on the FW grade.
  - According to Title 5, the FW grade can only be given to students only once the last withdrawal deadline has passed, which at SMC is the 75% mark. Kiersten consulted with her VP and other colleagues, and the FW does not appear to be a viable option to designate unauthorized withdrawals for Financial Aid purposes.
  - No alternative has been identified yet and we will need to figure something out before the end of week 8. Will meet again with Jocelyn.
  - If the FW grade is ultimately used, Laurie suggested the FW grade be used internally only.
  - Kiersten also expressed that the faculty union opposes the evaluation of students at the time that is necessary to comply with financial aid mandates (the 60<sup>th</sup> percentile).
  - Esau reported he spoke about the potential use of the FW grade at the 60<sup>th</sup> percentile timeline before the Academic Senate, and there seemed not to be any objections.
4. Discussions of changes/corrections to AR 4321 and AR 4340
  - Esau mentioned that a member of the committee requested we address AR4321 (Academic Renewal), because it does not allow grade forgiveness if student took a course at another institution; although Title 5 does permit this.

- Laurie discussed a case of a student impacted by our current academic renewal policy.
  - Esau stated all of the ARs revised in spring semester have now been updated on the College's website: 4000 series.
5. Discussions of changes AR 4340
- After significant discussion and attempts at revising a draft of AR4340 given to Esau, the SAC determined that it would be best to go back and start our revisions using a draft AR prepared by Kiersten Elliott, Georgia Lorenz, and Randy Lawson. While the text contained in the draft presented by Esau was similar to that of the Elliott-Lorenz-Lawson version, the organization was different.
  - It was also suggested that the existing version of AR4340 be completely replaced with the new version that the SAC will finalize. Esau expressed concerns that the Academic Senate generally prefers to see track changes for all instances where the existing AR is being amended. As a potential solution, the committee may later annotate the new version to indicate what language is new, or also place the "old" section numbers of the AR on the new one.

**In reference to proposed revisions, the committee discussed:**

- Separate repetition from re-enrollment: Few suggestions were made to separate the two terms to avoid confusion. But Esau said he hesitated to change because it will require change in other ARs, those languages we have been using for years.
- SMC is strict on the 4<sup>th</sup> request since the college does not get paid for it.
- Grades:
- With respect to the repetition of satisfactory coursework, Esau clarified that if a student repeats the class from C to A, A is not counted. Once you repeat it you do not benefit from the higher grade. The first grade is what is counted. A W cannot be replaced unless student has passing grade of A, B, C, D, F, NP, P.

**Other discussion:**

- Esau has not heard from Deyna on whether or not the two ARs are ready for the SAC to discuss: 4420 & 4406. He and Deyna may work on updating Student Conduct and academic dishonesty ARs.
  - Laurie requested to include Estela for 4111.6.
  - Kiersten noted that AR 4344-Students Dismissed from a Program as a Result of Unsafe Performance, may be ready for the SAC to discuss. She will contact Bob Myers to ensure the latest version has been seen by him.
  - Esau reminded members working on ARs in their small groups to check Title 5 and Ed Code and make any changes to our working drafts.
6. Meeting adjourned at 3:25pm
7. Next meeting, October 15, 2013 from 2:00-3:45pm, Library Conference Room 275  
By Angelita Ramos Rev. Esau Tovar

## 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 may be claimed. All current and prior credit course enrollments, repetitions, and withdrawals in a student’s enrollment record are counted toward the limit. Additionally, new limitations were established for enrollments in active participatory courses to a maximum of four enrollments total, regardless of grades received by the student (i.e., Physical Education, Visual Arts, and Performing Arts).

Given the complexity of the Title 5 changes and the scope of revisions needed, the Student Affairs Committee hereby recommends fully replacing the current AR with the text that follows.

### **AR 4340 CREDIT COURSE ENROLLMENT LIMITATIONS**

#### **1. Definitions**

- a. Substandard coursework is ~~hereby~~ defined as a courses in which a student has received a grade of D, F, NP, or NC.
- 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 a courses in which a student has received a “W” for the course.
- d. A re-enrollment is defined as enrollment in a course after a “W” ~~was recorded~~ has been obtained.
- e. While the term “repetition” is used to indicate the repetition of a course for which a grade was earned, and the term “re-enrollment” is used to signify re-enrollment in a course for which a recorded withdrawal was ~~given~~obtained, the terms are used interchangeably in considering the maximum allowable enrollments in a course.

#### **2. Repetition of Satisfactory Coursework ~~(T5 55040)~~**

##### ~~Satisfactory Grades:~~

Repetition of courses in which a student has received a grade of “C” or better is permitted only in cases of unusual extenuating circumstances as described ~~in Title 5, Section 55253~~below. As a general rule, a student earning a satisfactory grade may not enroll in that course again unless one of the following exceptions applies:

- a. A significant lapse of time (more than 36 months) has passed since the student was awarded a grade and a recency requirement has been established as a prerequisite for the course at ~~SMC Santa Monica College~~ or at another institution of higher education to which the student seeks to transfer [55040(b)(3), 55043]. [Note from Esau, per T5, 55043(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.” We need to clearly stipulate this herein.]
- b. Repeating a portion of a variable unit open entry/open exit credit course to complete the entire curriculum for the course ~~[is permitted pursuant to Title 5, Section 55044(a) of the California~~

Code of Regulations].

- c. An extenuating circumstance has occurred requiring that the student re-enroll. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the student's control, ~~(55040(b)(5), 55045)~~ which prevented the student from completing the course successfully [55040(b)(5), 55045]. [Note from Esau, per T5 55045: 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.] We need to clearly stipulate this herein.
- d. Students with documented disabilities may enroll multiple times in a course specifically designed for students with disabilities. Such re-enrollments are considered to be disability-related accommodations and must therefore be authorized by the DSPS Coordinator (or designee) on a case by case basis, ~~[55040(b)(7), (56029)]~~ ]. [Note from Esau, per T5 55040(b)(7): 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.] We need to clearly stipulate this herein.
- e. A student may be permitted to re-enroll in a course if enrollment in the course is designated by statute or regulation as a condition of that student's paid or volunteer employment [55040(b)(8)]. Note from Esau: there is no language related to GPA; how should we treat it? ~~(Legally Mandated 55050 (b)(8))~~.
- f. A student may be permitted to re-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 ~~[(55040(b)(9))]~~. [Note from Esau: there is no language related to GPA; how should we treat it?]
- g. If one of the above exceptions applies, 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 eCurriculum eCommittee in the Office of Academic Affairs.

### 3. Repetition of Unsatisfactory Coursework

- a. A student may repeat a course one time (second enrollment) to alleviate a substandard grade or "W" without authorization from a counselor, [55040(b)(2)].
- b. A student may request to repeat a course a second time (third enrollment) to relieve 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 to alleviate a substandard grade or "W" a third time (fourth enrollment) only under exceptional conditions involving the completion of a degree, certificate, ~~or~~ transfer requirements, or as outlined in Section 2 of this regulation. In such cases, 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.

#### 4. **Student Permanent Academic Record and Grade Point Average (GPA)**

- a. 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.
- b. ~~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 earned more than two substandard grades, the first two substandard grades will be removed in calculating grade point average. [Note from Esau, 55042(b) states: "The first two substandard grades may be excluded in computing the student's GPA if the student repeats the class two or more times." This is substantially different. Replacing implies a substitution.]
- c. 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. ~~[(55041-(a)(1))].~~
- d. ~~Probation and disqualification-all courses count toward the student GPA[RRL1].~~ [Note from Esau: this language is inconsistent, as Randy noted, but it also is not part of the current AR. Probably best to delete it here.]

#### 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 (55000). Students are permitted no more than 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 section (55045).~~ Exceptions for significant lapse of time may be considered pursuant to Ssection 2-(a) of this regulation-(55040).

#### 6. **Conditions for Repeatability of Courses**

No course is inherently repeatable. Under the following three narrowly defined conditions, the college may permit a course in which a satisfactory grade was earned to be repeatable:

- a. Courses required by CSU or UC for completion of a degree ~~[(55040(b)(1), 55041-(a)(1))].~~ ~~(Maximum 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 between students from different colleges: ~~[(55040(b)(1), 55041(a)(3))].~~ ~~(Maximum 4 enrollments).~~
- d. The grades received in each of the three types of courses above shall be included for calculating the student's GPA ~~[(55041(c))].~~ A list of such courses and all necessary supporting documentation is maintained through the Curriculum Committee in the Office of Academic Affairs.

Reference: Title 5, Section 55003, 55040, 55041, 55042, 55043, 55044, 55045, 55253, 56029, 58161  
Reviewed and/or Updated: 5/24/05, 3/27/12  
~~This AR replaces AR 4340~~

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## 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** →

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## § 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** →

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## § 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 →

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## § 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** →

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

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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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