

## Chapter 4 – Academic Affairs

### AP 4225 Course Repetition and Withdrawals

#### References:

Title 5 Sections 55023-55024, 55040-55045, **56029** 58161

~~Total Enrollments~~

~~(55040-55044, 58161)~~

Students will be limited to three substandard grades and/or withdrawals for the same course. A student will be allowed to enroll in a course in which a satisfactory grade ("A", "B", "C", "P", or "CR") has not been recorded if the College has not recorded three attempts at the course which resulted in substandard grades and/or withdrawals on the student's permanent academic record.

Students who, on their first and second enrollment, receive a substandard symbol of "D", "F", "NP" or "NC" or "W" may only re-enroll in the same class one more time, unless the class is deemed as repeatable. **Effective Fall 2018 students may receive the Excused Withdrawal "EW". However, this notation does not count towards the previously mentioned enrollment limitations.**

#### Repeatable Courses

Courses deemed as "repeatable" may be taken for a total of four enrollments based on the course designation regardless of the mark or grade recorded (~~Title 5-55041(c).~~

Students may repeat the same credit course without limitation provided that all other requirements pertaining to the course are met and that substantial proof exists that the course is:

- A special class to meet the student's disability-related accommodation (~~Title 5-56029)~~
- Part of a variable unit open entry/open exit credit course as allowable (~~Title 5-55044)~~

Students may also repeat courses due to:

- Military withdrawal ("MW") [~~Title 5-55024(d)(1)~~]
- **Excused Withdrawal ("EW")**
- Work Experience (~~Title 5-55023)~~
- Extraordinary Conditions [~~Title 5-55024(a)(10)~~]

- Extenuating Circumstances (~~Title 5-55045~~)
- Significant Lapse of Time (~~Title 5-55043~~)
- Part of legally mandated training (~~Title 5-55041~~)

For Substandard Grades  
(~~55024, 55040~~)

Students will be allowed a course in which they have received a substandard grade ("D," "F," "FW," "NP", or "NC") if they have not already exhausted the three total enrollment opportunities noted above. The previous grade and credit will be disregarded in computing the student's GPA each time the course is repeated, such that the highest grade will count toward the grade point average. The student's permanent academic record will be annotated such that all course work that has been taken and forgiven or repeated will remain legible, ensuring a true and complete academic history.

For Withdrawals  
(~~55024, 55040~~)

Students are permitted to drop classes in accordance with AP 5075 – Course Adds and Drops, which requires a notation of a "W" on the student's permanent academic record should the drop take place after the first two weeks of a 16-week class in a regular term, or after the first 20% of a short-term course. Students will be allowed to enroll in a course in which they have previously dropped with a "W" if they have not already exhausted the three total enrollment opportunities noted above.

**Neither the Military Withdrawal "MW" or Excused Withdrawal "EW" shall not be counted towards the permitted number of withdrawals or counted as an enrollment opportunity.**

Extenuating Circumstances  
(~~55040, 55045~~)

In cases in which the student's grade and/or enrollment was the result of an extenuating circumstance, students may file a petition to repeat a class an additional time (whether the prior enrollment was due to a substandard grade, a passing grade, or a withdrawal). Extenuating circumstances are verified accidents, illness, or other circumstances beyond the control of the student. When course repetition is approved pursuant to this provision, the District shall allow the previous grade and credit to be disregarded in computing the student's grade point average each time the course is repeated.

Approved: July 2008  
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Revised: May 22, 2013