

# Understanding Repetition and Withdrawal

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### Presenters

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Randal Lawson  
Executive Vice President  
Santa Monica Community College

Lynn Ceresino Neault  
Vice Chancellor, Student Services  
San Diego Community College District




# Overview

Title 5 – Section 55040, et seq

Course Repetition & Academic Renewal

# Overview

- Course repetition is permissive, not required.
- If permitted, must establish Board approved policies and procedures consistent with regulations.
- Two types of course repetition:
  - 1) Courses designated as repeatable (per §55041)
    - “activity courses”
    - Mandated training
  - 2) Student specific conditions
    - Substandard work
    - Lapse of time
    - Extenuating circumstances
    - Mandated training



1. Courses designated as repeatable  
(Title 5, §55041)

# A. Statutory Requirements

- Must be clearly identified in college catalog.
- Repetition limited to no more than three semesters (5 quarters).
- College curriculum committee to determine whether course is repeatable when COR is reviewed for approval.

## B. Conditions

- Course may be identified as repeatable under one of the following conditions:
  - Mandated training – necessary as a condition of paid or voluntary employment
    - Public safety
    - Some health occupations

Note: This condition can also be student specific
  - Content of course differs each time it is offered
    - Special topics courses

## B. Conditions (Continued)

- “Activity” course – student meets objectives by repeating similar primary educational activity and gains expanded educational experience with each repeat
  - Physical Education Courses
  - Visual/Performing Arts (Art, Music, Theater, Dance)
  - Not Foreign Language, ESL, Basic Skills Courses (specially excluded in regulation)

Note: We followed up on the issue of repeats for intercollegiate sports and related activities. The issue is complicated. Recommend that individual districts who have concerns check with the State Chancellor’s Office.

# C. Nuances

## 1. Physical Education Activity Courses

- Repetition includes two or more courses in same “activity,” (not just same course):
  - Offer varying levels of activity (beginning, intermediate, advanced)
  - Offer variations of the same activity (Masters Swimming, Distance Swimming, Swimming for the Triathlete)
- Limited to three semesters (or five quarters) in single course (when it is the only course in an activity) or group of courses (offering different levels or variations) within the same activity.



# C. Nuances (Continued)

## 2. Visual and Performing Arts Activity Courses

- May be repeated three times per course if part of a transfer sequence (for example, to meet performance ensemble requirement for music majors).
- May be desirable to group these courses in the same manner as physical education courses.
  - For colleges offering many courses in sequence.
  - Ensures progression of students through the course sequence.
  - May control student progression within the course group by establishing repetition limits for individual courses within the sequence.
  - May establish more than one group within the same activity (separate major and non-major sequences).



## 2. Student-Specific Repetition

# §55042: Substandard Academic Work

non-repeatable course

- District policy may allow a student to repeat a non-repeatable course two (2) times to alleviate substandard work.

## English 101

Fall 2007 F

Spring 2008 D

-once "D" grade is posted, previous grade and credit may be alleviated (F)

Fall 2008 F

-once "F" grade is posted, previous grade and credit may be alleviated (D)

Student receives "F" for the course. May not repeat again under this section.

# §55042: Substandard Academic Work

non-repeatable course

- Maximum allowable, including W's

## English 101

Fall 2007 W

Spring 2008 W

Summer 2008 W

Fall 2008 F

Spring 2009 W

Summer 2009 D – if W, unfunded

-once “D” grade is posted, previous grade and credit may be alleviated (F)

Spring 2010 D

-once “D” grade is posted, previous grade and credit may be alleviated (D)

Student receives “D” for this course. May not repeat again under this section.

# §55042: Substandard Academic Work

## repeatable course

- District policy may allow a student to alleviate substandard work two times in a repeatable course
- No additional repetition permitted to alleviate substandard work in a repeatable course

## Physical Education 103

Fall 2007 C

Spring 2008 D

Fall 2008 F

-once "F" grade is posted, previous grade and credit may be alleviated (D)

Spring 2009 D

-once "D" grade is posted, previous grade and credit may be alleviated (F).

Student may not repeat again under this section. No further grade alleviation permitted.

# §55042: Substandard Academic Work

repeatable course

- Repeatable course;  
maximum allowable  
**with** grade alleviation  
and W's

## Physical Education 103

Fall 2006 D

Spring 2007 D

-once "D" grade is posted, previous grade  
and credit may be alleviated (D)

Summer 2007 C

-once "C" grade is posted, previous grade  
and credit may be alleviated (D)

Spring 2008 W

Summer 2008 W

Fall 2008 W

Spring 2009 W

Fall 2009 F

Student may not repeat again under this  
section. No further grade alleviation  
permitted.

## §55043: Course Repetition due to a Significant Lapse of Time

- ...a District may permit or require repetition of a course where the student received a **satisfactory grade** the last time he/she took the course, but the district determines that there has been a significant lapse of time since that grade was obtained, and:
  1. The district has properly established a recency prerequisite...or has otherwise defined “significant lapse of time” in its policy on course repetition; 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.

## §55044: Repetition of Variable Unit Courses

- IF a community college district offers credit courses for variable units on an **open-entry/open-exit basis**...the district policies and procedures on course repetition...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.



## §55045: Course Repetition Due to Extenuating Circumstances

- The student files a petition, and the governing board of the district or its designee grants written approval, 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 accident, illness, or other circumstances beyond the control of the student.
- Two funded repeats are permitted.

# §55024: Withdrawal

- Faculty must be notified of student withdrawal
- A W shall not be assigned if the student withdrew due to discriminatory treatment or due to retaliation for alleging discriminatory treatment.
- A student **may** have more than 4 W's in a course, if no apportionment is claimed, and the enrollment was allowed due to an approved petition. (not required to meet definition of extenuating)
- College/District must have a policy that includes provisions for intervention in cases of multiple withdrawals.
- MW is not included in withdrawal limit.

## Other Legalities

- District must have a policy on repetition.
- District policy may be more restrictive (ie only 2 W's allowed; only 1 substandard grade) **even though funding is permitted.**
- District policy may permit a student to repeat a course after the maximum allowed, via petition process, if no funding is claimed.
- Extenuating circumstances must be documented.

# Summary of Title 5 Changes

- There is no relationship between a grade (evaluative) and a “W” (non-evaluative) symbol in course repetition determination.
- **Additional unfunded “Ws”** are permitted, by petition.
- MW is not included in the “W” limitation.
- Students may use grade alleviation in both repeatable and non-repeatable courses (limit 2).
- Student may receive a maximum of 7 (non repeatable), funded “symbols” (4 W, 2 substandard and 1 standard) or 8 (repeatable) funded “symbols” (4 W, 4 grades), excluding provisions for lapse of time and/or extenuating circumstances.



# Discussion