



Credit Course Repetition

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Presentation adapted from several CCCCCO presentations

What we are going to cover today

- High level stuff
- Overview of the principles of repetition
- The exceptions in detail, excruciating detail
- Practical application
- Your non-weedy questions

What we are **not** going to cover today

- Repeatability – there is no such thing
- Super weedy questions
- The merits of the credit course repetition policy

The Past and the Present

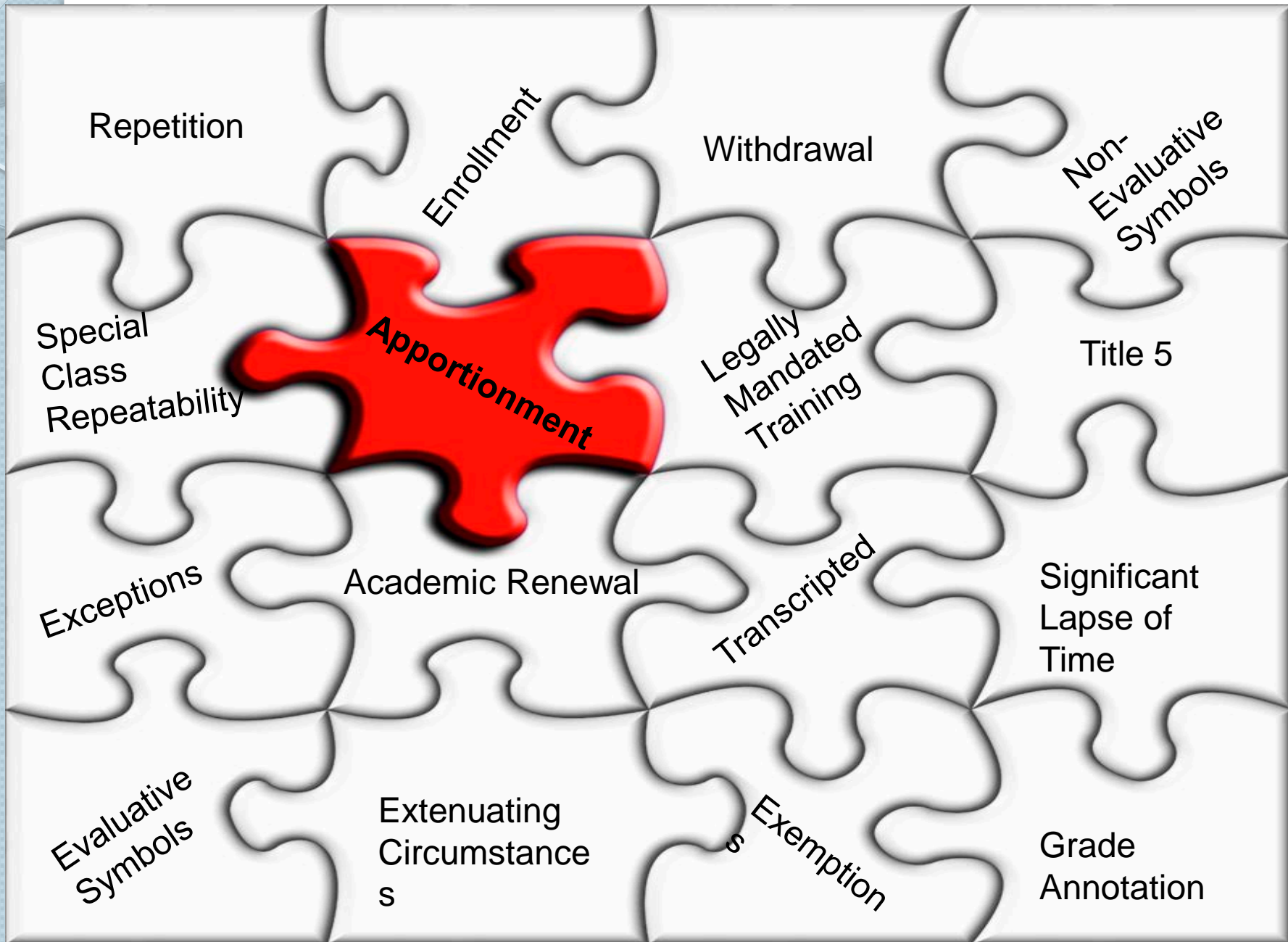
- **The World Pre- July 2011:**
 - Repeats and withdrawal separated with result that students could seemingly enroll in the same course almost indefinitely
 - Students could withdraw from a course four times and also repeat the course several times
- **Post-July 2011 (3 rounds of changes):**
 - BOG adopted a series of changes to the regulations governing credit course repetition. Those changes fall into three categories:
 - reduce the number of times a student can enroll in the same course,
 - to clarify, and
 - to provide an expanded definition section.



Retroactive Application

In determining the total number of enrollments, the district must count **all enrollments** by a student in a course, even those enrollments that occurred before the effective date of the revised regulations.

REMEMBER: Regulations are interconnected.



Repetition

Enrollment

Withdrawal

Non-Evaluative Symbols

Special Class Repeatability

Apportionment

Legally Mandated Training

Title 5

Exceptions

Academic Renewal

Transcripted

Significant Lapse of Time

Evaluative Symbols

Extenuating Circumstances

Exemption

Grade Annotation

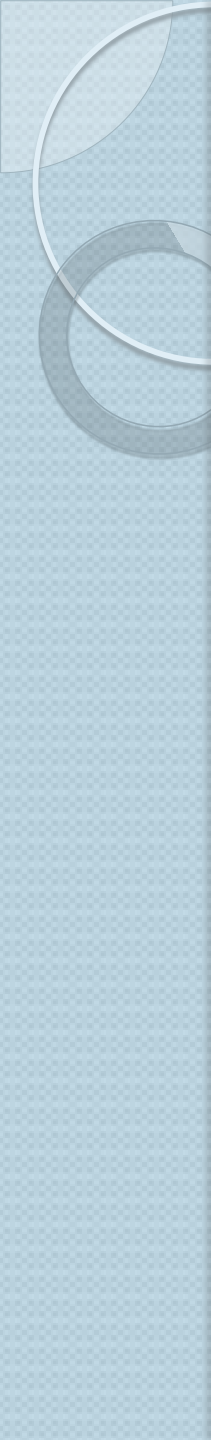
What you need when addressing repetition issues...

- Elias Regalado's mobile phone number
- California Code of Regulations, title 5, section 55024 (withdrawals), sections 55040-45 (repetition), section 55253 work experience, sections 58161-12 (money)
- Very clear and comprehensive comprehension of the Credit Course Repetition Guidelines!
- Your district's policy
- Rita Grogan's mobile phone number



Clarification of Terms

- Enrollment in a course
- Repetition in (re-enrollment of) a course
- Repeatable courses – a narrow subset



General Principles Applicable to all Types of Credit Course Repetition

- Retroactive application
- District-wide application
- Affect of method of delivery of course
- Audit documentation requirements
- Grades/credits



Student Enrollment Limits §§ 55024, 55040-46, 55253

- what districts can and can't let students do
- establishes the ceiling-district discretion to set a lower ceiling

District Apportionment Limits §§ 58161, 58162



- what enrollments districts can claim apportionment for

In General

Elias says...
“These regulations go hand in hand... always refer to both!”



Student Enrollment vs. Apportionment

- Can you allow a student to enroll in a credit course again even if the regulations don't permit the repetition?
- NO!
- What if you don't claim apportionment for that enrollment?
- Still NO! ... The regulations must specifically permit the additional enrollment for the student to be eligible to take the course again.

Overview of Enrollment Limits

- One and Done
- Three and Done
- + One and Done
- No Specific Limit
- Additional Limitation for P.E, visual arts, performing arts and intercollegiate academic or vocational competition courses (related in content), cooperative work experience



One and Done

A student who receives a **satisfactory grade** in a credit course cannot enroll again in that course except in very limited circumstances (exceptions). The exceptions are:

- courses that have properly been designated as **repeatable**
- **significant lapse of time**
- **variable unit** courses offered on an open-entry/open-exit basis
- **work experience** courses
- **extenuating circumstances**
- students with disabilities repeating a **special class**
- **legally mandated** courses, and
- courses necessary as a result of a **significant change in industry or licensure** standards.



+ One and Then Done

(really we mean it this time)

- **Significant lapse of time** – districts may allow students meeting the requirements (discussed later) for SLT to enroll in the same course one more time
- **Extenuating circumstances** – if a district determines a student has met the requirements for extenuating circumstances the district may allow the student to enroll in the same course one more time

Three and Done

- District policy may permit a student who **does not receive a satisfactory grade** (including Ws) on the previous enrollment, i.e., does NOT receive an A, B, C or P to enroll again in the same course up to three times.
 - Limited to the original enrollment plus two more enrollments.
 - EXCEPT – district policy may permit one more enrollment provided it does not claim apportionment.

No Specified Student Limit

- Students with disabilities repeating a special class
- Legally mandated
- Significant change in industry or licensure standards



Another Limit – Courses Related in Content

General Rule: One satisfactory grade and done.

Additional limitation: Students are limited to four enrollments in courses that are “related in content” for the following courses types (section 55040(c)):

Physical education courses,

Visual arts courses,

Performing arts courses, AND

Intercollegiate academic and vocational courses designated as repeatable pursuant to section 55041(a)(3).

Limit of four applies even if substandard grade or “W” received, or the district grants a petition for extenuating circumstances.



District-wide Application

- A district must also count all enrollments in the same course, or courses that are equated, at **all** colleges in the district.
- Courses may be able to be equated, i.e., the same course, even if the units for the courses are not the same or the courses have different titles.
- Courses that are divided into levels should be examined closely by curriculum committees to determine whether the levels of the course should be equated.



Method of Delivery

Courses that have the same or substantially similar content, titles, outcomes and objectives, but are offered through different delivery methods are still considered the same course.



Audit Documentation Requirements

Must maintain adequate support documents so third parties can verify that the apportionment claimed for a student's repetition of the course was allowable.

Grades/Credit - Generally

- The district's grading policy must require that all work in all credit courses be graded consistent with section 55023.
- Some prior grades may be disregarded in calculating a student's GPA (e.g., alleviation of substandard grade).
- The student's permanent academic record must clearly indicate any course repeated using an appropriate grading symbol and be annotated in such a manner that all work remains legible insuring a true and complete academic history. (§ 55040(d))
 - Except: withdrawals due to discriminatory treatment or extraordinary conditions (§ 55024)

Now, the Exceptions

(i.e., the circumstances where repetition might be permitted)

- Courses that are properly designated as repeatable (3 types) - §55041
- Cooperative work experience - §55040(b)(6) & 55253
- Alleviation of substandard grades - §55042
- Special classes §55040(b)(7)
- Significant lapse of time - §55043
- Extenuating circumstances - §55045
- Legally mandated courses §55040(b)(8)
- Significant change in industry or licensure standards - §55040(b)(9)
- Variable unit open entry/open exit courses – §55044

Hypothetical

- A student named Jasmine is enrolled in your multi-college district took your Introduction to Nursing Course and received a “C”.
- Can Jasmine, pursuant to any of the exceptions, enroll in this credit course again?

Repeatable Courses (§ 55041)

- Course repetition (§ 55040) vs. repeatable course (§ 55041)
- Only three types of courses can properly be designated as repeatable:
 - where repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree,
 - intercollegiate athletic courses, and
(includes related conditioning courses)
 - intercollegiate academic or vocational competition.

Courses Necessary to Meet Major Req.

- Districts may designate a course as repeatable if CSU or UC (not a private college) requires their students to repeat that course as part of the major requirements.
- A district will only be paid for four enrollments, but the regulations do not set a student limit. The student limit is whatever is “necessary to meet the major requirements of CSU or UC for completion of a bachelor’s degree.”
HOWEVER

BUT, and it is a big one...

- State law sets forth the primary mission of the community colleges as providing instruction through the first TWO years of undergraduate education (lower division).
- Thus, the applicable enrollment limitation is **NOT** completion of the undergraduate requirements for graduation from CSU or UC, but rather completion of the **first two** years of those requirements.

Courses Necessary to Meet Major Req. *cont...*

- If the course is an active participatory course in physical education, visual arts, or performing arts then the **related course limitation** applies (more in a minute).
- **Audit documentation requirements:** districts need to maintain those records for the Chancellor's Office (and other third parties) to independently determine the adequacy of the course enrollment, attendance, and disenrollment claimed.
 - For these courses districts must maintain a copy of the documentation supporting the claim that the course was necessary to meet the major requirements, such as the applicable CSU/UC catalog.
 - A letter from a faculty member is not sufficient, nor is inclusion in Transfer Model Curriculum requirements alone sufficient.



Intercollegiate Athletics

- Districts may designate two types of courses as repeatable pursuant to this section:
 - Those courses in which the student athletes are enrolled to participate in an organized competitive sport sponsored by the district.
 - A conditioning course which supports the organized sport.
- Intercollegiate athletics courses are NOT considered p.e. courses for the related content limitations.
- Conditioning courses do not include sports theory courses.



Intercollegiate Athletics & Apportionment

- Title 5 regulations do not place a limit on student enrollment, but do limit apportionment.
- As with any other course designated as repeatable apportionment is limited to up to four enrollments in that course, regardless of the unit value of each course. (§ 58161(d).)
- However, section 58162 additionally limits a district to claiming no more than 175 contact hours per student, per sport, per FISCAL year for each type:
 - the intercollegiate athletic course dedicated to the sport AND
 - the courses that focus on conditioning or skill development for the sport.



Intercollegiate Academic/Vocational Competition

- One of the three types of courses that may be designated repeatable pursuant to district policy, if the following conditions are met:
 - the course must be designed **specifically** for participation in a **non-athletic** competitive event,
 - the competition must be between students from **different** colleges,
 - the competition must be sanctioned by a **formal** collegiate or industry governing body, AND
 - the participation in the event must be a course requirement and that requirement must be specified in the course content and objectives pursuant to section 55002 (a) or (b).
- Related course limitations apply



Courses Related in Content and Repeatable Courses

- Even if the course has been properly designated as repeatable, if the course is an active participatory course in physical education, visual arts or performing arts, the related content limitation applies.
- The difference is, if the course is repeatable, the student can take the same course more than once, OR a combination of courses that are related in content four times, including the repeatable course.

An example of the intersection of repeatable courses and the related content limitation

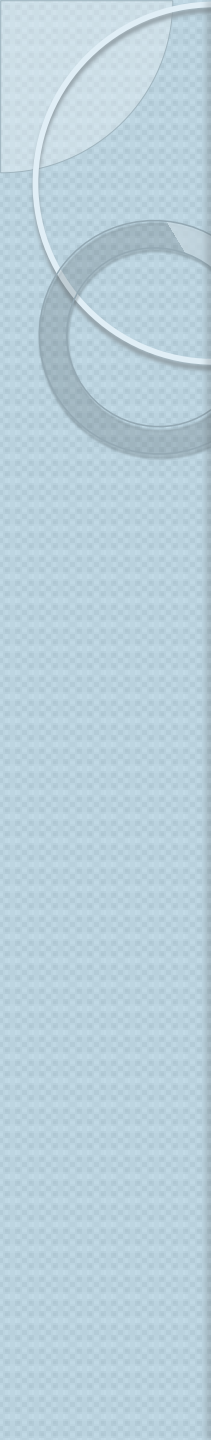
- ART 80 Drawing Fundamentals
 - ART 81 Representational Drawing
 - ART 85 Life Drawing
 - ART 86 Advanced Life Drawing
 - ART 185 Figure Drawing for Animation
 - ART 186 Drawing the Head and Hands
-
- Properly designated as repeatable pursuant to 55041(a)(1)
 - Performing arts courses
 - Active participatory courses that are related in content

Grandfathering

- Much like the rule regarding retroactive application, a student who previously enrolled in a repeatable course (the old activity courses) four times (as was allowed), cannot enroll in the course that has now been “leveled”.
- E.g., the student took swimming 101 four times prior to 2012. Swimming now has been leveled into four courses, beginning (102), intermediate (103), advanced (104) and elite (105). The student cannot take the new swimming courses because they are P.E. courses related in content to the course previously repeated.

Nursing Course???

- Can your college properly designate your NURS 051 Beginning Nursing as repeatable?
 - Repetition necessary to met the major requirements for CSU/UC for completion of a bachelor's degree?
 - Intercollegiate athletic course?
 - Intercollegiate academic/vocational competition?
- What if it was a dance class?



Cooperative Work Experience (§ 55040(b)(6))

- If specified requirements are met, a cooperative work experience course can be repeated.
- This now includes all cooperative work experience!

Cooperative Work Experience

General Work Experience

- Supervised employment that does not have to be related to student goals (focused on desirable general work habits, attitudes, and career awareness)
- May re-enroll if:
 - not offered as a variable unit open entry/open-exit course (attendance accounting rules), and
 - not more than 8 credit hours or 12 quarter hours in one enrollment period
- When combined with Occupational Work Experience, cannot exceed 16 semester or 24 quarter hours



Occupational Work Experience

- Supervised employment that must be related directly to student goals
- May re-enroll if:
 - not offered as a variable unit open entry/open-exit course (attendance accounting rules), and
 - not more than 8 credit hours or 12 quarter hours in one enrollment period
- When combined with General Work Experience, cannot exceed 16 semester or 24 quarter hours





Nursing Course

- Is NURS 051L Beginning Medical Surgical Nursing Lab a cooperative work experience course, and if so can it be repeated it?

Alleviation of Substandard Grades (§ 55042)

Substandard academic work – D, F, FW, NP or NC

- If student received a substandard grade then student can seek to alleviate that as long as three enrollments is not exceeded, this total **INCLUDES** Ws.
- A student can petition for a fourth enrollment. District cannot claim apportionment for the enrollment.
- The first two enrollments can be excluded in computing GPA. Repeatable – only most recent substandard grade can be excluded.

Physiology Course

- Student received a C grade in BIO 12 Human Physiology. The private school the student is applying to requires a B grade. Since the required grade is below the transfer requirement, can the student repeat the pursuant to the exception that permits repetition to alleviate substandard grades?
- No, a C is not a substandard grade.
(T5 §55000(y)).

Special Classes (§ 55040(b)(7))

- Students with disabilities can repeat a special class as special class is defined in § 56028 if:
 - One of the circumstances set forth in section § 56029 is met:
 - student's success in other classes is dependent upon the repetition of the special class,
 - the student needs to enroll in the special class to be prepared for enrollment in another regular or special class, OR
 - the student's educational contract specifies a goal in which additional enrollments in the special class will help further that goal.



Nursing Course

- Can NURS 051 Beginning Nursing be designated as a special class?

Significant Lapse of Time

(§ 55043)

- Significant Lapse of Time:
 - Recency as a prerequisite for another community college course or program, or
 - Other higher education institution's recency requirement, and
 - Prior grade must be satisfactory
- No less than 36 months — your district policy may require more than 36 months, district policy will prevail
 - Except - Other higher education institution requires less than 36 months
- Active participatory courses in p.e., visual arts or performing arts are still limited to four times within the related courses.
 - Except - One more permitted if already exhausted limit of four.



Human Anatomy Course

- Completion of BIO 12 Human Anatomy within the last 5 years is required for admission to the Physical Assistant Program at Loyola Marymount. It has been 6 years since Susie completed the class. Can Susie repeat the class?

Extenuating Circumstances (§§ 55040(b)(5), 55045)

- Student must file a petition
- Prior grade (substandard or passing) must be was, at least in part, a result of extenuating circumstances.
 - Extenuating circumstances are verified cases of:
 - accidents
 - Illness, or other circumstances beyond the control of the student
- If repetition approved, policy may allow previous grade and credit to be disregarded in computing the student's GPA

SPANISH Course

- Last year, SPAN 1 was equivalent to SPAN 1A and SPAN 1B. However, the Spanish department eliminated SPAN 1A and SPAN 1B and these courses will no longer be offered. Student has completed SPAN 1A, but not SPAN 1B. Consequently, does not meet the prerequisite to advance to SPAN 2. Can the student enroll in SPAN 1?

Legally Mandated (§ 55040(b)(8))

- A student may repeat a course pursuant to the legally mandated exception if BOTH of the following conditions are met:
 - the specific course or type of course is required by statute or regulation as a condition of employment, AND
 - the student is employed or seeking to be employed for a paid or volunteer job for which the course is required.
- Maintain sufficient documentation to prove both conditions have been met.

Administration of Justice

- Student requests to repeat AJ 250 POST Certified-Arrest, Search and Seizure and Firearms. The class satisfies minimum training standards of CA police officers. What are the conditions for an approved repetition?



Significant Change in Industry or Licensure Standards (§ 55040(b)(9))

- A student may repeat a course pursuant to the significant change in industry or licensure standards exception if BOTH of the following conditions are met:
 - that there has been a significant change in the industry or licensure standards since the student previously took the course, AND
 - the student must take the course again for employment or licensure.
- Maintain sufficient documentation to prove both conditions have been met.



Smog Technician License

- The Bureau of Automotive Repair has changed the standards for Advanced Smog Technician License. This license is required for individuals performing and certifying smog tests on automobiles. AUTO 214A and AUTO 214B have been updated to cover these new standards. Johnny has already completed these courses, but cannot maintain his employment with out recertifying his Smog Technician License. Can Johnny repeat the courses?



Variable Unit OE/OE Course (§ 55044)

- For the exception to apply that allows repetition the variable unit course **must be offered on an open-entry/open-exit basis.**
- Student can enroll as many times as necessary to complete one time the entire curriculum of course.
- Repetition of a component of the variable unit course very limited!
- Cannot repeat p.e., visual arts or performing arts courses pursuant to this exception.

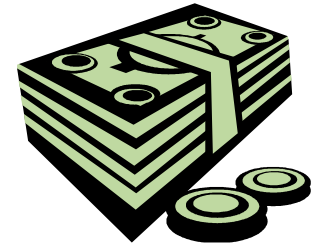


Automotive Repair

- AUTO 214B is a two unit variable unit course. Johnny has enrolled and successfully completed 1.0 unit of the course. Can Johnny repeat the course? On what basis?

Apportionment for Credit Course Enrollment (§ 58161)

- Limit of **3** enrollments, any which way the student gets there...
- +1 provision=
 - If a student petitions and the district approves, a district may claim apportionment for 1 additional enrollment for:
 - Extenuating circumstance
 - Significant lapse of time
- Except (but all student requirements must be met):
 - MW
 - Legally mandated training
 - Significant change in industry or licensure standards
 - Disability related accommodation for special classes
 - Variable unit open entry/open exit courses (*note: evaluative/non-evaluative symbol must be recorded*)
 - Occupational work experience
 - Extraordinary condition



Academic Renewal (§ 55046)

- Not an exception that permits repetition of a credit course.
- Districts may adopt a policy that permits the alleviation of previously recorded substandard academic work which is not reflective of a student's demonstrated ability.
- Policies must comply with very specific requirements.
- All work, including prior work, must remain on transcript (legible).



Human Anatomy

- Susie received a D in BIO 12 Human Biology 6 years ago, and has subsequently reenrolled twice and withdrew both times. She has successfully excluded her D in BIO 12 through the Academic Renewal. Can she now repeat BIO 12 to meet admission requirements for the Physician Assistant Program at Loyola Marymount?

“One and Done” Concept

When a student obtains a satisfactory grade...they are done.

B



Additional Exception

Significant Lapse of Time
(if previous grade is satisfactory and other requirements met)



A

“One and Done” Concept

Alleviation of Substandard
Grade

F

A

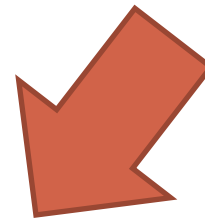
One (Satisfactory Grade) and Done
Concept

“One and Done” Concept

Alleviation of Substandard Grade

F

A



Additional Exception

Significant Lapse of Time
(if previous grade is satisfactory)



A

“One and Done” Concept

Alleviation of Substandard Grade or
Withdrawals

By Petition



Additional Exception

Significant Lapse of Time
(if previous grade is satisfactory)



Extenuating Circumstances

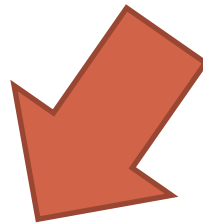


What about Apportionment?



“One and Done” Concept + Apportionment

When a student obtains a satisfactory grade...they are done.



Additional Exception

Significant Lapse of Time
(if previous grade is satisfactory and other requirements have been met)



“One and Done” Concept + Apportionment

Alleviation of Substandard
Grade



One (Satisfactory Grade) and
Done Concept

“One and Done” Concept + Apportionment

Alleviation of Substandard Grade



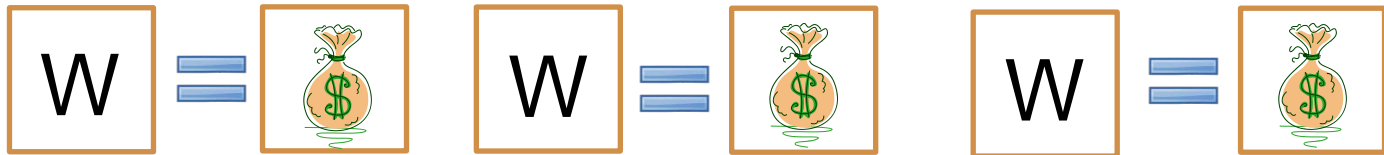
Additional Exception

Significant Lapse of Time
(if previous grade is satisfactory)



“One and Done” Concept + Apportionment

Alleviation of Substandard Grade **or**
Withdrawals



By Petition

Additional Exception



By Petition

Significant Lapse of Time
(if previous grade is satisfactory)



By Petition

Extenuating Circumstances





Parting Notes

- Limits were not put in place to compel colleges to find workarounds. The assumption is a student takes a course one time unless an exception permits the repetition.
- If an exception permits the repetition keep whatever records are needed to prove to a third party the repetition was permitted pursuant to that exception.

PHYSICAL
EDUCATION
IS NOW LISTED AS
KINESIOLOGY

Resources

- Credit Course Repetition Guidelines - **START HERE!**
<http://extranet.cccco.edu/Portals/1/AA/Credit/2013Files/CreditCourseRepetitionGuidelinesFinal.pdf>
- Your district policy

Comments or Questions?

