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**Administrative Regulation**  
Chapter 4 – Academic Affairs

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**AR 4225      CREDIT COURSE REPETITION**

1. Definitions
  - a. Substandard coursework is defined as a course in which a student has received a grade of “D”, “F”, “NP”, or “NC”.
  - b. Withdrawal coursework is defined as a course in which a student has received a “W”.
  - c. A repetition is defined as enrollment in a course after a grade or “W” has been obtained.

2. Repetition of Satisfactory Coursework

Repetition of courses in which a student has received a grade of “C” or better or “P” is permitted as noted 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 or a recency requirement has been established as a prerequisite for the course at Santa Monica College or at another institution of higher education to which the student seeks to transfer. The student must provide documentation if the repetition is necessary for transfer. Previous grades and credits earned will be disregarded from GPA calculation [pursuant to Title 5 Sections 55040(b)(3), 55043].
- b. A student is repeating a portion of a variable unit open entry/open exit credit course to complete the entire curriculum for the course. Previous grades and credits earned will be disregarded from GPA calculation [pursuant to Title 5 Section 55044(a)].
- c. A student may petition to repeat a course due to extenuating or extraordinary circumstances. Such repetition must be approved by the Special Considerations Committee, Dean of Enrollment Services or designee based on the finding that a previous grade (whether substandard or satisfactory) was, at least in part, the result of extenuating or extraordinary circumstances.
  - Extenuating circumstances are verified cases of accident, illness, immigration action, incarceration action, job, or other circumstances beyond the control of the student affecting their ability to complete a course(s) [pursuant to Title 5 Section 55024]. Previous grades and credits earned will be disregarded from GPA calculation [pursuant to Title 5 Sections 55040(b)(5), 55045a)].
  - Extraordinary circumstances are primarily connected to external factors that can impact both the college and the student as outlined in Title 5 section 58146 that make course completion impracticable [pursuant to Title 5 Sections 58509, 58146]. Previous grades and credits earned will be disregarded from GPA calculation [pursuant to Title 5 Sections 55040(b)(5), 55045a)].

- d. A student may petition for an “EW” notation for extraordinary or extenuating circumstances beyond the control of the student after a “W” notation has been issued (based on a faculty or student drop).
- e. A student with documented disabilities may enroll multiple times in a course specifically designed for students with disabilities. Such repetitions are considered to be disability-related accommodations and must therefore be authorized by the DSPS Coordinator (or designee) on a case-by-case basis. Previous grades and credits earned will be disregarded from GPA calculation [pursuant to Title 5 Sections 55040(b)(7) and 56029].
- f. A student may be permitted to repeat a course any number of times, subject to appropriate documentation, if enrollment in the course is required to meet a legally mandated training requirement designated by statute or regulation as a condition of that student’s paid or volunteer employment, regardless of whether the student recorded substandard work. Previous grades and credits earned will be disregarded from GPA calculation [pursuant to Title 5 Section 55040(b)(8)].
- G A student may be permitted to repeat 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, subject to appropriate documentation. Previous grades and credits earned will be disregarded from GPA calculation [pursuant to Title 5 Section 55040(b)(9)].

If one of the above exceptions applies, the student must request repetition 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.

### 3. Repetition of Substandard and Withdrawal Coursework

A student may not enroll in a course more than three times, except in limited circumstances pursuant to Title 5 Section 58161. Enrollments include any combination of withdrawals and repetitions.

- a. A student may repeat a course one time to alleviate a substandard grade or “W” without authorization from a counselor [pursuant to Title 5 Section 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 if the repetition is appropriate based on the student’s current academic goal/s and may determine whether a Petition for Special Consideration is warranted. If a petition is submitted, a final decision for its approval will be made by the Special Consideration Committee.
- 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, 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 the Special Consideration Committee.
- d. A student may repeat a course taken at another accredited college or university for which substandard academic work is recorded [pursuant to Title 5 Section 55042(d)(1)].
- e. In determining transfer of a student’s credits, the College shall honor similar, prior course repetition actions by other accredited colleges and universities [pursuant to Title 5 Section 55042(d)(2)].

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

- a. A 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 [pursuant to Title 5 Section 55046(a)].
- b. In cases where a student has earned more than two substandard grades, the first two substandard grades will be disregarded in calculating grade point average.
- c. In cases where a student has received a substandard grade in a course at SMC and repeated the equivalent course at another accredited college or university with a passing grade, the student

may petition to have the SMC course annotated as a repeat on their transcript. The student must request that an official transcript be sent directly to Admissions and Records from the institution where the course was repeated successfully with a passing grade and is responsible for verifying that it is on file with Admissions and Records. The student must then submit a petition, "Exclusion of SMC Course Repeated at Another College". Courses successfully repeated at another college are not to be counted in the academic renewal unit limitation.

- d. In cases when a student is authorized to repeat a course a third time (fourth enrollment), grades earned in the third and fourth enrollment will be used in calculating grade point average, academic probation, and dismissal status [pursuant to Title 5 Section 55041(a)(1)].

#### 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 [pursuant to Title 5 Section 55000]. Students are permitted no more than four 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. Exceptions may apply for repetition due to extenuating or extraordinary circumstances [pursuant to Title 5 Sections 55045, 58509, 58146]. Exceptions for significant lapse of time may be considered pursuant to Section 2(a) of this regulation.

#### 6. Conditions for Repeatability of Courses

The College has designated specific categories of courses as repeatable. All grades and credits earned in repeatable courses will be included in calculating the student's GPA [pursuant to Title 5 Section 55041(c)]. A list of such courses and all necessary supporting documentation is maintained through the Curriculum Committee in the Office of Academic Affairs.

A student may petition to repeat up to a total of four enrollments in the following courses:

- a. Courses for which repetition is necessary to meet the major requirements of the California State University or the University of California for completion of a bachelor's degree [pursuant to Title 5 Sections 55040(b)(1), 55041(a)(1); maximum 4 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 between students from different colleges [pursuant to Title 5 Sections 55040(b)(1), 55041(a)(3); maximum 4 enrollments].

*References: Education Code Section 76224  
Title 5 Sections 55000, 55003, 55023, 55024, 55040-55046, 55253, 56029, 58146, 58161, 58162, 58164, 55031-55033 and 58509*

Also see AR 5075 Course Adds, Drops, and Withdrawals, AR 4225 Credit Course Repetitions and AR 4230 Grading and Academic Record Symbols

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