

# COURSE REPETITION AND COURSE WITHDRAWAL POLICY

The Southwestern Community College District Governing Board, in compliance with Title 5 regulations permits the following:

## Course Repetition Due to Substandard Grades and/or Withdrawals

If a student receives any combination of three (3) substandard academic grades (D, F, or NP) and/or "W" withdrawal symbols, the student will not be allowed to have a fourth attempt in the same course at Southwestern College. If the student can demonstrate extenuating circumstances requiring one additional repetition, the student may petition and attach the supporting documentation. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.

When course repetition and/or course withdrawal occurs, the permanent academic record shall be annotated in such a manner that all student work is transcribed and remains legible, ensuring a true and complete academic history.

## Course Repetition of Previously Passed Courses

Students may petition for course repetition in the following areas which the course(s) has already been successfully passed.

- a. Significant Lapse of Time.
- b. Variable Units—Open Entry/Open Exit.
- c. Occupational Work Experience.
- d. Special classes for students with disabilities.
- e. Legally Mandated Training.
- f. Significant Change in Industry.

The Governing Board or its designee, in collaboration with the Academic Senate, shall establish procedures regarding course repetition/course withdrawal pursuant to College District Policy No. 2515 Role and Scope of the Academic Senate "10+1 Agreement".

## Course Repetition and Course Withdrawal Procedure

**References:** Title 5 sections 55040 - 55045, 55253, 56029 and 58161

Southwestern Community College District will make provisions for a student to repeat a course with a substandard grade and/or withdrawal under the following circumstances:

### I. Course Repetition due to substandard grades and/or withdrawals

- a. If a student receives any combination of three (3) substandard academic grades (D, F or NP) or "W" withdrawal symbols the student will not be allowed to have fourth attempt in the same course at Southwestern College. If the student can demonstrate extenuating circumstances requiring one additional repetition, the student may petition and attach the supporting documentation. See Section IX, "Petition Process," for more information.
- b. The Southwestern Community College District may not claim apportionment for a student who re-enrolls in a particular course in which the student has already earned any combination of three (3) substandard grades and/or Withdrawals "W." The College District

may claim apportionment for the fourth attempt if the petition for extenuating circumstance is approved. See Section IX, "Petition Process," for more information.

- c. If a student passes a course on the second or any subsequent try, all previous substandard grades for that class shall be excluded from calculating student GPA. However, all grades shall be recorded on the student's transcript ensuring that student records are accurate and complete and grading procedures are transparent.
- d. Once a student achieves substandard academic grade and/or "W" withdrawal in the same course for a third time, a fourth repetition will not be allowed. Exceptions to this procedure may be approved only through a petition process. See Section IX, "Petition Process," for more information.

In addition, students may petition for course repetition in the following areas which the course(s) has already been successfully passed.

### II. Course Repetition - Significant Lapse of Time

- a. Students are permitted to repeat courses in which a "C" or better grade was earned where there was a significant lapse in time since the grade was obtained and
- b. The College District has defined a significant lapse of time as no less than three (3) years and has established a recency prerequisite for a course or program; or
- c. An institution of higher education to which the student wishes to transfer has established a recency requirement that the student cannot satisfy without repeating the course. Students may petition to repeat where the significant lapse of time is less than 36 months, if the student can provide documents where the repetition is necessary for the student to transfer to the institution of higher education.
- d. When a student needs to repeat a course due to a significant lapse of time as defined in these procedures, the student must submit a petition. See Section IX "Petition Process" for more information.
- e. When a course is repeated due to a significant lapse of time as defined in II (1), the College District will disregard the previous grade and credit when computing a student's grade point average.

### III. Course Repetition—Variable Units— Open entry/Open exit

- a. Students may be permitted to enroll in variable unit open-entry/open-exit courses as many times as necessary to enable them to complete the entire curriculum of the course once.
- b. Students may not repeat variable unit open-entry/open exit courses unless:
  - The course is required for legally mandated training; or
  - The course is a special class for students with disabilities which needs to be repeated; or
  - The student wishes to repeat the course to alleviate substandard work.

3. Whenever a student enrolls in a physical educational activity course offered for open entry/open exit, the enrollment will count as a repetition of the course.

### IV. Occupational Work Experience

A student may repeat an occupational work experience course up to sixteen (16) units total and limited to eight (8) units of occupational work experience per semester. Each repetition is recorded and is included in the purpose of the calculation of student's grade point average.

### V. Special Classes for Students with Disabilities

Students with verified disabilities who are enrolled in non-degree Personal Development courses (special classes pursuant to Title 5) within Disability Support

Services may repeat courses any number of times based on an individualized determination that such repetition is required as a disability related accommodation for that particular student.

Student may petition to repeat a special class when:

- Continuing success of the student in other general and/or special classes is dependent on additional repetitions of a specific special class
- Additional repetitions of a specific special class are essential to completing a student's preparation for enrollment into other regular or special classes
- The student has a student educational contract which involves a goal other than completion of the special class in question and repetition of the course will further achievement of that goal.

### VI. Legally mandated training

A student may repeat a course with no limit to meet legally-mandated training requirements as a condition of continued paid or volunteer employment. The student must petition and provide documentation that course repetition is legally mandated. Courses may be repeated, regardless of whether or not substandard academic work was previously recorded. Each grade received shall be included for purposes of calculating the student's grade point average.

### VII. Significant Change in Industry

Student may 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. Student must petition and provide documents that there has been a significant change in industry or licensure standards necessitating course repetition.

### VIII. Course Withdrawal

1. In the event of extenuating circumstances which occur after the end of the fourteenth week or 75 percent of a term, the College District may, in consultation with appropriate faculty, allow a withdrawal "W" after the deadline. It shall be recorded as a "W." The withdrawal "W" will still count towards the maximum number of withdrawals.

Note: For the purposes of this section, "appropriate faculty" means the instructor of the course section or in the event the instructor cannot be contacted, the department chair or cognizant dean.

2. Students will not receive a "W" for a withdrawal that is determined to be due to discriminatory treatment or retaliation for alleging discriminatory treatment. Students may petition to re-enroll in the same course if the reason for one or more of the withdrawals is determined to be due to discriminatory treatment or retaliation for alleging discriminatory treatment. The course of action for determining discriminatory treatment is outlined in the Standards of Student Conduct procedures.

3. Military Withdrawal. "MW" occurs when a student who is a member of an active or reserve United States military service receives orders compelling the student to withdrawal from the courses. The withdrawal symbol assigned will be a "MW". Military withdrawals shall not be

counted in progress probation, dismissal calculations or towards the number of permissible withdrawals.

4. Excused Withdrawal. "EW" occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student that affects their ability to complete a course(s) or making course completion impractical. The withdrawal symbol assigned will be a "EW". Excused withdrawals shall not be counted in progress probation, dismissal calculations or towards the number of permissible withdrawals.

5. When course repetition or withdrawal occurs, all grades shall be recorded on the student's transcript ensuring that student records are accurate and complete and grading procedures are transparent.

6. Courses approved for Academic Renewal will still apply to the student's academic record for the purposes of the Course Repetition and Course Withdrawal Policy and Procedure

### VIII. Petition Process

Students will utilize the petition process for Course Repetition for the following areas:

#### Course Repetition and Course Withdrawal – Fourth Attempt

If a student can demonstrate extenuating circumstances requiring one additional repetition, the student may petition and attach the supporting documentation. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.

#### Significant Lapse of Time

Students may petition to repeat where the significant lapse of time is no less than 36 months, if the student can provide documents where the repetition is necessary for the student to transfer to the institution of higher education.

#### Special Classes for Students with Disabilities

Student may petition to repeat a special class when:

- Continuing success of the student in other general and/or special classes is dependent on additional repetitions of a specific special class;
- Additional repetitions of a specific special class are essential to completing a student's preparation for enrollment into other regular or special classes;
- The student has a student educational contract which involves a goal other than completion of the special class in question and repetition of the course will further achievement of that goal.

#### Legally Mandated Training

A student may repeat a course with no limit to meet legally-mandated training requirements as a condition of continued paid or volunteer employment. The student must petition and provide documentation that course repetition is legally mandated.

#### Significant Change in Industry

Student must petition and provide documents that there has been a significant change in industry or licensure standards necessitating course repetition.

## X. Apportionment for Course Enrollment

The College District may claim state apportionment for the attendance of students for enrollments in credit courses designated as repeatable and courses that are related in content for no more than four times for semester 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.

The College District may claim state apportionment for one additional enrollment if all other requirements are met and only in the following circumstances:

- a. Attendance of a student for an enrollment in a credit course resulting in that student's repetition of the credit course because there has been a significant lapse of time no less than 36 months since the student previously successfully completed the course, unless an exception to the 36 month requirements applies.
- b. Attendance of a student for an enrollment in a credit course which is a repetition of the credit course is due to extenuating circumstances, if such credit course is not designated as repeatable, according to this procedure.
- c. Attendance of students in credit courses for enrollments in the credit course without limitation if all other requirements are met and in the following circumstances:
  - Attendance of a student in legally mandated training regardless of whether substandard academic work has been recorded. Courses may be repeated for credit any number of times.
  - Attendance of a student with a disability may be claim for each enrollment by that student in a credit special class as a disability-related accommodation.
  - 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.
  - Attendance of a student for each enrollment in a cooperative work experience course.
  - Attendance of a student withdrawing as a result of extenuating circumstances.
  - Attendance of a student receiving a military withdrawal ("MW") or excused withdrawal ("EW").
  - Attendance of a student withdrawing as a result of discriminatory treatment.
  - 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.

## Repeatable Courses

**References:** Title 5 Sections 55040, 55041

Southwestern Community College District allows repeatability of credit courses that have previously been passed under the following conditions pursuant to Title 5 §55041 and the Program and Course Approval Handbook (PCAH) published by the Chancellor's Office of California Community Colleges.

- a. Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree.
- b. Intercollegiate athletics, academic, or vocational competition, as defined in §55000.

Office of Primary Responsibility: Vice President for Academic Affairs

## Repeatable Courses Procedure

**References:** Title 5 sections 55040, 55041, 55253, and 56029

Southwestern Community College District has established procedures that allow repeatability of credit courses according to Title 5 under the following conditions:

### I. Course Repeatability

- a. Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree. The College 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.
- b. Intercollegiate athletics course – a course in which a student athlete is enrolled to participate in an organized competitive sport sponsored by the District or conditioning course which supports the organized competitive sport; and
- c. Intercollegiate academic or vocational competition is a course that is designed specifically for participation in non-athletic competitive events between students from different colleges that are sanctioned by a formal collegiate or industry governing body. The participation in the event must be directly related to the course content and objective.
- d. Enrollment in the course and courses that are related in content is limited to no more than four times for semester 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 special circumstances.
- e. The College District must identify all courses which are repeatable and designate such courses in the catalog.
- f. When the course is repeated pursuant to this Procedure, the grade received each time shall be included for purposes of calculating the student's grade point average.
- g. Notwithstanding the limitations above, apportionment will be limited as set forth in the Apportionment for Course Enrollment. Please see District Procedure No. 4225, "Course Repetition and Course Withdrawal."

### II. Petition Process

**Students will utilize the petition process for Course Repetition for the following areas.**

Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree. Student must provide supporting documentation that verifies that the repetition is necessary to meet the major requirements of CSU or UC.

Office of Primary Responsibility: Vice President for Academic Affairs.