Course enrollment occurs when a student receives an evaluative (A, B, C, D, F, P/CR, NP/NC) or nonevaluative (I, IP, RD, W, MW) symbol for a course. Enrollments include any combination of withdrawals and repetition. A student may withdraw and receive a “W” symbol on his or her record for enrollment in the same course no more than three times (see Administrative Procedure 5075–Withdrawals).

Courses that share a similar primary educational activity must be grouped together as a “family.” Four enrollments are allowed within a family of courses, but each course is limited to one enrollment unless the course has been designated as repeatable. This limitation applies even if a student receives a substandard grade during one or more of the enrollments in such a course or petitions for repetition due to extenuating circumstances. Courses that have been designated as repeatable based on specific course and unit major preparation requirements at a UC/CSU campus, intercollegiate athletics courses, academic competition courses, and courses designated career technical education (CTE) are not required to be grouped into a family.

Course repetition occurs when a student who has previously received an evaluative symbol in a particular course re-enrolls in that course and receives another evaluative symbol. MiraCosta College, in accordance with Title 5, allows repetition to occur only under the following circumstances.

**Course Has Been Designated as Repeatable** (per Title 5 §55000, 55040, 55041)

Courses are not allowed multiple enrollments unless they meet one of the following exceptions:

A. If a UC or CSU campus requires a specific unit amount for a major preparation course, the course can be repeated by any student to meet that unit requirement.

B. Intercollegiate athletics courses may be repeated up to three times. An intercollegiate athletics course is a course in which a student athlete is enrolled to participate in an organized competitive sport sponsored by the district or a conditioning course that supports the organized competitive sport.

C. Intercollegiate academic or vocational competition courses may be repeated up to three times. Such courses must be necessary for participation in non-athletic competitive events between students from different colleges that are sanctioned by a formal collegiate or industry governing body. Participation in the event must be directly related to course content and objectives.
When a course is repeated under the Repeatable Course provision, the grade received each time shall be included for purposes of calculating the student’s grade-point average.

**Repetition to Meet a Legally Mandated Training Requirement** (per Title 5 §§55000, 55040(b)(8))

A legally mandated training course is a course that is required by statute or regulation as a condition of paid or volunteer employment. A student may repeat a course to meet a legally mandated training requirement for credit any number of times; however, the student must provide the Admissions and Records Office with certification or documentation of the mandated training each time.

When a course is repeated to meet a legally mandated training requirement, the grade received each time shall be included for purposes of calculating the student’s grade-point average.

**Repetition Due to a Significant Change in Industry or Licensure Standards** (per Title 5 §55040(b)(9))

A student may petition the Committee on Exceptions to 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. Such courses may be repeated for credit any number of times.

When a course is repeated due to a significant change in industry or licensure standards, the grade received each time shall be included for purposes of calculating the student’s grade-point average.

**Repetition to Alleviate Substandard Course Work** (per Title 5 §55042)

A student may repeat a non-repeatable course in which he or she earned a substandard grade (D, F, NP/NC) at MiraCosta College or at any other accredited college or university.

A. If the student receives a satisfactory grade after repeating the course once, he or she may not repeat the course a second time under the Repetition to Alleviate Substandard Course Work provision.

B. If the student repeats the course and receives another substandard grade, he or she may repeat the course one additional time.

C. If upon the second repetition the student receives another substandard grade, he or she may not repeat the course a third time under the Repetition to Alleviate Substandard Course Work provision except by petition to the Committee on Exceptions.

Upon each repetition of a course to alleviate substandard course work, the most recent evaluative grade earned will be computed in the student’s cumulative grade-point average and annotated on the student’s permanent academic record.
A student may alleviate up to two substandard grades for repetition of a repeatable course provided that no additional enrollments are permitted beyond the four-enrollment maximum established for repeatable courses.

In determining transfer of a student’s credits, MiraCosta College will honor similar, prior course repetition actions by other accredited colleges and universities.

Repetition Due to Significant Lapse of Time (per Title 5 §55043)

A student may petition to the Committee on Exceptions to repeat a course in which he or she earned a satisfactory grade if it has been at least thirty-six (36) months since the student took the course and one of the following:

A. The district has established a recency prerequisite for a course or program.

B. An institution of higher education to which the student seeks to transfer has established a recency requirement that the student will not be able to satisfy without repeating the course. Pursuant to petition, the student may be allowed to repeat a course where less than thirty-six (36) months have elapsed if the student documents the repetition is necessary for his or her transfer to the institution of higher education.

When a student has exhausted the number of permitted repetitions in a repeatable course or enrollments within a family of courses, he or she may repeat each course only once due to significant lapse of time.

The student must submit a petition to the Committee on Exceptions with supporting documentation as appropriate when petitioning for repetition due to significant lapse of time. Grades awarded for courses repeated under the Repetition Due to Significant Lapse of Time provision will not be counted in calculating a student’s grade-point average.

Repetition Due to Extenuating Circumstances (per Title 5 §55045)

A student may petition to the Committee on Exceptions to repeat a course based on a finding that the student’s previous grade (whether substandard or passing) is, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the student’s control. The student must provide the Committee on Exceptions with supporting documentation as appropriate when petitioning for repetition due to extenuating circumstances.

When course repetition is approved under the Repetition Due to Extenuating Circumstances provision, the student’s previous grade will be disregarded in computing the student’s grade-point average.

Repetition of Cooperative Work Experience Education/Internship Studies (per Title 5 §55253 & §55040(c)(6))

A student may repeat a cooperative work experience education or internship studies course in a given field any number of times so long as the student does not exceed sixteen (16) units in any combination of cooperative work experience (general or
occupational) and/or internship studies during community college attendance, subject to the following limitations:

A. General Work Experience/Internships: A maximum of six units may be earned during one enrollment period (semester or summer session).

B. Internship studies: A maximum of three units may be earned during one enrollment period (semester or summer session).

C. Occupational Work Experience: A maximum of eight units may be earned during one enrollment period (semester or summer session).

When a student repeats a cooperative work experience education or internship studies course, the grade received each time shall be included for purposes of calculating the student’s grade point average.

Repetition of Special Classes for Students with Disabilities (per Title 5 §§55040(c)(7), 56029, 58161(c)(2))

A student may repeat a special class for students with disabilities any number of times based on an individualized determination that such repetition is required as a disability-related accommodation for that particular student for one of the following reasons:

A. The student’s continuing success in other general and/or special classes is dependent on additional repetitions of a specific special class.

B. The student needs additional repetitions of a specific special class as preparation for enrollment into other regular or special classes.

C. The student has an educational contract that involves a goal other than completion of the special class in question and repetition of the course will further achievement of that goal.

The district policy may allow the previous grade and credit to be disregarded in computing the student’s grade-point average each time the course is repeated. In such a case, the student will be referred to Admissions and Records to file a petition with the Committee on Exceptions.