



Course Repetition

"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.

"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.

The Course Has Been Designated as Repeatable

Certain activity, performance, and skill courses are designated as repeatable courses and are identified as such in the catalog's course descriptions. These courses meet one of two criteria: either the course content differs each time the course is offered or the student develops a skill or proficiency each time he/she repeats the course. Foreign language, ESL, and non-degree-applicable basic-skills courses are not eligible for repetition based on these criteria.

Eligible courses may be repeated up to three times for a total of four enrollments. This limitation applies even if a student receives a substandard grade (D, F, FW, NP/NC) during one or more enrollments in such a course or petitions for repetition due to extenuating circumstances. Only military withdrawals shall not be counted in the permitted number of enrollments.

When an activity course is part of a sequence that represents multiple skill levels (such as beginning, intermediate, and advanced), students can complete one course or a combination of courses within the sequence for a total of four completions. Students cannot, however, take a lower-level course after successfully completing a higher-level course within the sequence.

Activity courses in the visual or performing arts can be repeated three times each if they are part of a transfer sequence. This transfer-sequence rule applies only to visual or performing-arts courses in music, fine arts, theater, or dance.

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

A student may repeat a course to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. Such courses may be repeated for credit any number of times; however, the student must certify or document 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 to Alleviate Substandard Course Work

A student may repeat a non-repeatable course in which he or she earned a substandard grade (D, F, FW, NP/NC) at MiraCosta College or at any other accredited college or university by submitting a repeat form to the Admissions and Records Office at the time of enrollment.

- 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.
- If the student repeats the course and receives another substandard grade, he or she may repeat the course one additional time by submitting another repeat form to the Admissions and Records Office.
- 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

A student may petition to the Committee on Exceptions to repeat a course in which he or she earned a satisfactory grade under either of the following circumstances:

- It has been at least two years since the student took the course.
- 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.

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

The student must provide 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

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

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 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:

- General work experience/internships: A maximum of 6 units may be earned during one enrollment period (semester or summer session).
- Internship studies: A maximum of 3 units may be earned during one enrollment period (semester or summer session).
- Occupational work experience: A maximum of 8 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

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:

- The student's continuing success in other general and/or special classes is dependent on additional repetitions of a specific special class.
- The student needs additional repetitions of a specific special class as preparation for enrollment into other regular or special classes.
- 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.

(Source: MCCD Board Policy/Administrative Procedure 4225)