

“Course enrollment” occurs when a student receives an evaluative (A, B, C, D, F, P/CR, NP/NC) or nonevaluative (I, IP, RD, W, EW, 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). A grade of EW will not be counted toward the permitted number of withdrawals or counted as an enrollment attempt.

“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 section 55040, allows repetition to occur only under the following circumstances:

- A. The course has been designated as repeatable.
- B. The student needs to repeat a course to meet a legally mandated training requirement as a condition of continued paid or volunteer employment.
- C. The student needs to repeat a course in which he or she earned a less-than-satisfactory or failing grade (D, F, NP/NC) in order to alleviate substandard academic work.
- D. The student needs to repeat a course due to a significant lapse of time.
- E. The student needs to repeat a course due to extenuating circumstances that justify the repetition, regardless of whether or not substandard academic work was previously recorded.
- F. The student needs to repeat a course in occupational work.
- G. A student with a disability needs to repeat a special class for students with disabilities.

When course repetition occurs, the student’s permanent academic record will 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. Nothing in this policy and associated administrative procedure conflicts with policies pertaining to the finality of grades assigned by instructors or the retention and destruction of student records.

References: Title 5, §§55023(a), 55040  
Reference Update: 2/9/17  
Steering: CPC / AS  
CCLC Update: #29, 10/16; #32, 4/18

**OLD**

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- J. The student needs to repeat a course in which he or she earned a less-than-satisfactory or failing grade (D, F, NP/NC) in order to alleviate substandard academic work.
- K. The student needs to repeat a course due to a significant lapse of time.
- L. The student needs to repeat a course due to extenuating circumstances that justify the repetition, regardless of whether or not substandard academic work was previously recorded.
- M. The student needs to repeat a course in occupational work.
- N. A student with a disability needs to repeat a special class for students with disabilities.

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CCLC Update:

#29, 10/16