

At the risk of repeating myself...

Or, stop me if you've heard this before...

# Credit Course Repetition



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# Why Should We Care?

- Budget
- LAO call to action 2009 to present

All Courses	5+ Times	4 Times	3 Times	2 Times
2009-2010	84,512	117,420	305,331	875,927
2010-2011	91,532	131,525	327,546	821,676
2011-2012	60,216	104,045	297,001	793,233
2012-2013	30,579	47,284	133,820	448,681

Based on MIS Data



# P.E. Courses Repeated

All Courses	5+ Times	4 Times	3 Times	2 Times
2009-2010	13,736	30,299	54,060	144,948
2010-2011	13,780	33,685	54,422	129,640
2011-2012	10,249	26,927	49,046	123,725
2012-2013	7,627	21,419	39,960	115,910
2013-2014				



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EDUCATION  
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# The BIG Picture

- **The World Pre- July 2011:**
  - Repeats and withdrawal separated with result that students could seemingly enroll in the same course almost indefinitely
  - Students could withdraw from a course four times and also repeat the course several times
- **Post-July 2011 (3 rounds of changes):**
  - BOG adopted a series of changes to the regulations governing credit course repetition. Those changes fall into two categories:
    - Reduce the number of times a student can enroll in the same course
    - Clarify





# Clarification of Terms

- **Enrollment in a course**
- **Repetition in (re-enrollment of) a course**
- **Repeatable courses – a narrow subset**





# In General

## Student Enrollment Limits

§§ 55024, 55040-46

- what districts can and can't let students do
- establishes the ceiling-district discretion to set a lower ceiling

## District Apportionment Limits

§§ 58161, 58162

- what enrollments districts can claim

**Elias says...**  
**"These regulations go hand in hand... always refer to both!"**

# Overview of Enrollment Limits

- One and Done
- Three and Done
- +One and Done
- No Specific Limit
- Related Course Limitation – p.e., visual arts, performing arts and intercollegiate academic or vocational competition courses





# One and Done

A student who receives a **satisfactory grade** in a credit course cannot enroll again in that course except in very limited circumstances (exceptions). The exceptions are:

- courses that have properly been designated as repeatable (§§ 55040(b)(1), 55041),
- significant lapse of time (§§ 55040(b)(3), 55043),
- variable unit courses offered on an open-entry/open-exit basis (§§ 55040(b)(4), 55044),
- occupational work experience courses (§ 55040(b)(6)),
- extenuating circumstances (§§ 55040(b)(5), 55045),
- students with disabilities repeating a special class (§ 55040(b)(7)),
- legally mandated courses (§ 55040(b)(8)), and
- courses necessary as a result of a significant change in industry of licensure standards (§ 55040(b)(9)).



# Three and Done

- District policy may permit a student who **does not receive a satisfactory grade** (including Ws) on the previous enrollment, i.e., does NOT receive an A, B, C or P to enroll again in the same course up to three times.
  - A student permitted to enroll again in a course because he or she did not receive a satisfactory grade on the prior enrollment is typically limited to the original enrollment plus two more enrollments. EXCEPT – district policy may permit one more enrollment provide it does not claim apportionment.
- Remember, an enrollment occurs whenever a student receives an evaluative or nonevaluative symbol.



# + One and Then Done

*(really we mean it this time)*

- **Significant lapse of time** – districts may allow students meeting the requirements (discussed later) for SLT to enroll in the same course one more time
- **Extenuating circumstances** – if a district determines a student has met the requirements for extenuating circumstances the district may allow the student to enroll in the same course one more time



# No Specific Student Limit

- **Students with disabilities repeating a special class** – must meet requirements of section 56029.
- **Legally mandated** – very specific requirements must be met AND must maintain documentation.
- **Significant change in industry or licensure standards** – very specific requirements AND must maintain documentation.



# Courses Related in Content Limitation

**General Rule:** One satisfactory grade and done.

**Additional limitation:** Students are limited to four enrollments in courses that are “related in content” for the following courses types (section 55040(c)):

- Physical education courses,

- Visual arts courses,

- Performing arts courses, AND

- Intercollegiate academic and vocational courses designated as repeatable pursuant to section 55041(a)(3).

Limit of four applies even if substandard grade or “W” received, or the district grants a petition for extenuating circumstances.



# Retroactive Application

In determining the total number of enrollments, the district must count **all enrollments** by a student in a course, even those enrollments that occurred before the effective date of the revised regulations.



# District-wide Application

- A district must also count all enrollments in the same course, or courses that are equated, at **all** colleges in the district.
- Courses may be able to be equated, i.e., the same course, even if the units for the courses are not the same or the courses have different titles.
- Courses that are divided into levels should be examined closely by curriculum committees to determine whether the levels of the course should be equated.



# Method of Delivery

Courses that have the same or substantially similar content, titles, outcomes and objectives, but are offered through different delivery methods are still considered the same course.





# Audit Documentation Requirements

Must maintain adequate support documents so third parties can verify that the apportionment claim for a student's repetition of the course was allowable.



# Grades/Credit - Generally

- The district's grading policy must require that all work in all credit courses be graded consistent with section 55023.
- Some prior grades may be disregarded in calculating a student's GPA (e.g., alleviation of substandard grade).
- The student's permanent academic record must clearly indicate any course repeated using an appropriate grading symbol and be annotated in such a manner that all work remains legible insuring a true and complete academic history. (§ 55040(d))
  - Except: withdrawals due to discriminatory treatment or extraordinary conditions (§ 55024)



# Repeatable Courses (55041)

- Course repetition (§ 55040) vs. repeatable course (§ 55041)
- Only three types of courses are repeatable:
  - where repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree,
  - intercollegiate athletic courses, and  
*(includes related conditioning courses)*
  - intercollegiate academic or vocational competition.



# Courses Necessary to Meet Major Req.

- Districts may designate a course as repeatable if CSU or UC (not a private college) requires their students to repeat that course as part of the major requirements.
- A district will only be paid for four enrollments, but the regulations do not set a student limit. The student limit is whatever is “necessary to meet the major requirements of CSU or UC for completion of a bachelor’s degree.” **HOWEVER**



## But, and it is a big one...

- State law sets forth the primary mission of the community colleges as providing instruction through the first TWO years of undergraduate education (lower division).
- Thus, the applicable enrollment limitation is **NOT** completion of the undergraduate requirements for graduation from CSU or UC, but rather completion of the **first two** years of those requirements.



# Courses Necessary to Meet Major Req. *cont...*

- If the course is an active participatory course in physical education, visual arts, or performing arts then the **related course limitation** applies (more in a minute).
- **Audit documentation requirements:** districts need to maintain those records for the Chancellor's Office (and other third parties) to independently determine the adequacy of the course enrollment, attendance, and disenrollment claimed.
  - For these courses districts must maintain a copy of the documentation supporting the claim that the course was necessary to meet the major requirements, such as the applicable CSU/UC catalog.
  - A letter from a faculty member is not sufficient, nor is inclusion in Transfer Model Curriculum requirements alone sufficient.



# Intercollegiate Athletics

- Districts may designate two types of courses as repeatable pursuant to this section:
  - Those courses in which the student athletes are enrolled to participate in an organized competitive sport sponsored by the district.
  - A conditioning course which supports the organized sport.
- Intercollegiate athletics courses are NOT considered p.e. courses for the related content limitations.
- Conditioning courses do not include sports theory courses.



# Intercollegiate Athletics & Apportionment

- Title 5 regulations do not place a limit on student enrollment, but do limit apportionment.
- As with any other course designated as repeatable apportionment is limited to up to four enrollments in that course, regardless of the unit value of each course. (§ 58161(d).)
- However, section 58162 additionally limits a district to claiming no more than 175 contact hours per student, per sport, per FISCAL year for each type:
  - the intercollegiate athletic course dedicated to the sport  
AND
  - the courses that focus on conditioning or skill development for the sport.





# Intercollegiate Academic/Vocational Competition

- One of the three types of courses that may be designated repeatable pursuant to district policy, if the following conditions are met:
  - the course must be designed **specifically** for participation in a **non-athletic** competitive event,
  - the competition must be between students from **different** colleges,
  - the competition must be sanctioned by a **formal** collegiate or industry governing body, AND
  - the participation in the event must be a course requirement and that requirement must be specified in the course content and objectives pursuant to section 55002 (a) or (b).
- Related course limitations apply



## **Courses Related in Content and Repeatable Courses**

- Even if the course has been properly designated as repeatable, if the course is an active participatory course in physical education, visual arts or performing arts, the related content limitation applies.
- The difference is, if the course is repeatable, the student can take the same course more than once, OR a combination of courses that are related in content four times, including the repeatable course.



# An example of the intersection of repeatable courses and the related content limitation

- Tragedy Ensemble
- Tragedy Supporting Role
- Tragedy Starring Role
- Comedy Ensemble
- Comedy Supporting Role
- Comedy Starring Role
  
- Properly designated as repeatable pursuant to 55041(a)(1)
- Performing arts courses
- Active participatory courses that are related in content
  
- Student limit?
- Apportionment limit?



# Grandfathering

- Much like the rule regarding retroactive application, a student who previously enrolled in a repeatable course (the old activity courses) four times (as was allowed), cannot enroll in the course that has now been “leveled”.
- E.g., the student took swimming 101 four times prior to 2012. Swimming now has been leveled into four courses, beginning (102), intermediate (103), advanced (104) and elite (105). The student cannot take the new swimming courses because they are P.E. courses related in content to the course previously repeated.



# Occupational Work Experience

## (§ 55040(b)(6))

- If specified requirements are met, an **occupational work experience** course can be repeated.
- This is not all cooperative work experience, this exception that permits repetition of a credit course only applies to occupational work experience.



# Cooperative Work Experience

## General Work Experience

- Supervised employment that does not have to be related to student goals (focused on desirable general work habits, attitudes, and career awareness)
- May **not** be taken more than once
- When combined with Occupational Work Experience, cannot exceed 16 semester or 24 quarter hours



## Occupational Work Experience

- Supervised employment that must be related directly to student goals
- May re-enroll if:
  - there is only one course in a field,
  - not offered as a variable unit open entry/open-exit course, and
  - not more than 8 credit hours or 12 quarter hours in one enrollment period
- When combined with General Work Experience, cannot exceed 16 semester or 24 quarter hours



# Alleviation of Substandard Grades (§ 55042)

- Substandard academic work – D, F, FW, NP or NC
- If student received a substandard grade then student can seek to alleviate that as long as three enrollments is not exceeded, this total INCLUDES Ws.
- A student can petition for a fourth enrollment. District cannot claim apportionment for the enrollment.
- The first two enrollments can be excluded in computing GPA. Repeatable – only most recent substandard grade can be excluded.



# Special Classes (§ 55040(b)(7))

- Students with disabilities can repeat a special class as special class is defined in § 56028 if:
  - One of the circumstances set forth in section § 56029 is met:
    - student's success in other classes is dependent upon the repetition of the special class,
    - the student needs to enroll in the special class to be prepared for enrollment in another regular or special class, OR
    - the student's educational contract specifies a goal in which additional enrollments in the special class will help further that goal.





# Significant Lapse of Time (§ 55043)

- Significant Lapse of Time:
  - Recency as a prerequisite for another community college course or program
  - Other higher education institution's recency requirement
  - Prior grade must be satisfactory
- No less than 36 months – your district policy may require more than 36 months, district policy will prevail
  - Except - Other higher education institution requires less than 36 months
- Active participatory courses in p.e., visual arts or performing arts are still limited to four times within the related courses.
  - Except - One more permitted if already exhausted limit of four.



# Legally Mandated (§ 55040(b)(8))

- A student may repeat a course pursuant to the legally mandated exception if BOTH of the following conditions are met:
  - the specific course or type of course is required by statute or regulation as a condition of employment, AND
  - the student is employed or seeking to be employed for a paid or volunteer job for which the course is required.
- Maintain sufficient documentation to prove both conditions have been met.



# Significant Change in Industry or Licensure Standards (§ 55040(b)(9))

- A student may repeat a course pursuant to the significant change in industry or licensure standards exception if BOTH of the following conditions are met:
  - that there has been a significant change in the industry or licensure standards since the student previously took the course, AND
  - the student must take the course again for employment or licensure.
- Maintain sufficient documentation to prove both conditions have been met.



# Variable Unit OE/OE Course (§ 55044)

- For the exception to apply that allows repetition the variable unit course **must be offered on an open-entry/open-exit basis.**
- Student can enroll as many times as necessary to complete one time the entire curriculum of course.
- Repetition of a component of the variable unit course very limited!
- Cannot repeat p.e., visual arts or performing arts courses pursuant to this exception.



# Apportionment for Credit Course Enrollment (§ 58161)



- Limit of **3** enrollments, any which way the student gets there...
- +1 provision=
  - If a student petitions and the district approves, a district may claim apportionment for 1 additional enrollment for:
    - » Extenuating circumstance
    - » Significant lapse of time
- Except (but all student requirements must be met):
  - MW
  - Legally mandated training
  - Significant change in industry or licensure standards
  - Disability related accommodation for special classes
  - Variable unit open entry/open exit courses (*note: evaluative/non-evaluative symbol must be recorded*)
  - Occupational work experience
  - Extraordinary condition



# “One and Done” Concept

When a student obtains a satisfactory grade...they are done.

B



**Additional Exception**

**Significant Lapse of Time**  
(if previous grade is satisfactory and other requirements met)



A



# “One and Done” Concept

Alleviation of Substandard Grade

F

A

One (Satisfactory Grade) and Done Concept

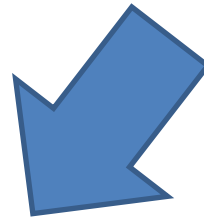


# “One and Done” Concept

**Alleviation of Substandard Grade**

F

A



**Additional Exception**

**Significant Lapse of Time**  
(if previous grade is satisfactory)



A





# “One and Done” Concept

Alleviation of Substandard Grade or Withdrawals

W

W

W



GRADE

By Petition

Additional Exception

Significant Lapse of Time  
(if previous grade is satisfactory)



F

Extenuating Circumstances



A



# What about Apportionment?



# “One and Done” Concept + Apportionment

When a student obtains a satisfactory grade...they are done.



**Additional Exception**

**Significant Lapse of Time**

(if previous grade is satisfactory and other requirements have been met)



# “One and Done” Concept + Apportionment

Alleviation of Substandard Grade



One (Satisfactory Grade) and Done Concept



# “One and Done” Concept + Apportionment

Alleviation of Substandard Grade



Additional Exception

Significant Lapse of Time  
(if previous grade is satisfactory)



# “One and Done” Concept + Apportionment

Alleviation of Substandard Grade **or Withdrawals**



**By Petition**

**Additional Exception**

**Significant Lapse of Time**  
*(if previous grade is satisfactory)*



**Extenuating Circumstances**



# Parting Notes

- Limits were not put in place to compel colleges to find workarounds. The assumption is a student takes a course one time unless an exception permits the repetition.
- If an exception permits the repetition keep whatever records are needed to prove to a third party the repetition was permitted pursuant to that exception.



# Resources

- Credit Course Repetition Guidelines - **START HERE!**  
<http://extranet.cccco.edu/Portals/1/AA/Credit/2013Files/CreditCourseRepetitionGuidelinesFinal070513.pdf>
- FAQs – coming soon
- Credit course repetition team – first check the Guidelines and then route request through your CIO and/or your CSSO to [courserep@cccco.edu](mailto:courserep@cccco.edu)





# Comments or Questions?

