

# Contra Costa Community College District Course Repeatability Guidelines

## Non-Repeatable Courses:

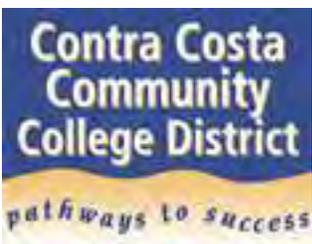
- There are circumstances where a student may be permitted to repeat a non-repeatable course.
- To improve a substandard grade (“D,” “F,” or “NP” or dropped with a “W” symbol), a student may repeat a non-repeatable course two times, for a total of three enrollments. One final enrollment may be permitted if there are documented extenuating circumstances. A Petition to Repeat form must be filed with Admissions and Records for the second repeat and subsequent requests. T5, 55040(b)(2), 55042, 55045(b)
- A student may repeat a non-repeatable course that is required for legally mandated training. A Petition to Repeat form must be filed with Admissions and Records. T5, 55040(b)(8)
- A student may repeat a non-repeatable course if there has been a significant lapse in time of no less than 36 months and:
  - there is a recency prerequisite for a course or program (T5, 55043(a)(1); or,
  - another college in which the student wants to transfer has a recency requirement that is necessary for transfer. T5, 55043(a)(2)
- A Petition to Repeat form and documentation is required and must be filed with Admissions and Records..
- A student may repeat a non-repeatable course if there has been a change in industry or licensure standards. T5, 55040(b)(9) A Petition to Repeat form must be filed with Admissions and Records.

## Limited Enrollment Courses:

- **Active participatory courses (such as physical education, visual arts, and performing arts)** that are related in content are limited in the number of enrollments.
  - Each course can only be taken one time. If a course has substantially the same content as another course in the District, it cannot be repeated at any other college within the District. This policy extends retroactively to the student’s entire history within the Contra Costa Community College District.
  - Additionally, courses of similar content will be assigned to “families.” No more than four enrollments within a family of courses will be permitted (includes substandard grades and withdrawals.) T5, 55040(c)
  - Each time a student enrolls in a physical education activity course offered on an open entry/open exit basis counts as a repetition of the course regardless of the number of units enrolled. T5, 55044(b)

## Repeatable Courses:

- **Intercollegiate athletics and intercollegiate academic or vocational competition courses** are repeatable up to 3 times. T5, 55041(a)(2), 55041(a)(3). All units and grades will be included in the GPA unless the course is being repeated to improve a substandard grade. T5, 55041(c). When repeating to improve a grade, the units and grades may be excluded from your GPA up to a total of two times. T5, 55042(c)
- **Variable unit courses that are open entry/open exit** may be repeated as many times as is necessary to complete the entire curriculum of the course. (T5, 55044)
- Certain active participatory courses may be repeated if they are required to be repeated at a California public university as part of a major. See catalog course descriptions.)



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### FAQs:

**Why have most PE, Music, Art and Drama courses become non-repeatable?** State regulations governing California community colleges have changed. Most individual courses that were previously repeatable no longer are; further restrictions apply to physical education, music, art and drama courses.

**What is a “family”?** A family is a group of active participatory courses identified as having similar content that is organized into levels or that presents varying skills. (for example, Swimming Level 1, Swimming Level 2, Swimming Level 3, Swimming Level 4)

**Am I limited in the number of times I can enroll in an active participatory course?** Yes. You are limited to a total of four enrollments in courses within a family (includes substandard grades and withdrawals that are assigned a W symbol). You can only enroll in an individual course within a family one time, unless you are repeating the course after earning a substandard grade or you are re-enrolling to receive credit after dropping with a “W” symbol.

**How do I know if a course is repeatable?** Course repeatability can be found in the schedule of classes or college catalog within the description for the course.

**What if I want to repeat a non-repeatable course to improve my grade?** You can repeat a non-repeatable course to improve your substandard grade up to two times (if you previously earned a “D,” “F,” or “NP” or dropped with a “W” symbol). The first two substandard grades may be excluded from your GPA if you repeat the course two or more times.

**What if I want to repeat a repeatable course to improve my grade?** If you repeat a repeatable course to improve your substandard grade (if you previously earned a “D,” “F,” or “NP” or dropped with a “W” symbol), your previous grade will be disregarded up to a maximum of two times. T5, 55042(c). When you repeat courses that are identified as repeatable and you receive a passing grade, each grade earned will be included in your GPA.

**What if my CSU or UC transfer institution requires that I repeat a non-repeatable course to satisfy a recency requirement?** You can repeat a course that you have already passed, but need to retake to satisfy a recency requirement. Both grades will count in your GPA. To do so, file a Petition to Repeat form with the Admissions and Records Office attaching proof of the recency requirement.