

The page features a decorative graphic on the right side consisting of three blue circles of varying sizes, each with a darker blue center and a lighter blue outer ring. Two thin blue lines intersect at the top right, forming a large 'V' shape that frames the circles. The text is positioned on the left side of the page.

**Guiding Principles and
Assumptions for Credit
Course Repetition and
Withdrawal Examples**

**Guiding Principles and Assumptions for Credit Course
Repetition and Withdrawal Examples
(Non-Repeatable and Repeatable Courses)**

A. Applies to Both Non-Repeatable and Repeatable Course Examples:

1. "Course Repetition" occurs when a student who has previously received a grade as defined in section 55023 in a particular course re-enrolls in that same course. § 55040(b)(1)
2. Once a student receives a grade, whether it is passing or not, he/she can only repeat the course where permitted by the course repetition regulations. § 55040
3. "Substandard Academic Work" or "Substandard Grade" means course work for which the grading symbols D, F, FW, NP or NC (as defined in section 55023 and 55030) have been recorded. § 55040(b)(2)
4. "Satisfactory Academic Work" or "Passing Grade" means course work for which the grading symbols A, B, C, P, or CR (as defined in section 55023) have been recorded.
5. Once a grade is recorded, any withdrawal with a "W" following receipt of that grade counts as a repetition attempt. § 55040(b)(1)
6. District policy may allow for more than four withdrawals with a "W" only by petition and due to verified extenuating circumstances. Such additional withdrawals are not eligible for apportionment. In some cases, the "Repetition and Withdrawal Examples" document portrays results when a district allows additional withdrawals with a "W." §§ 55024(a)(9)(B); 58161.5.
7. A district may not claim apportionment for the attendance of a student in a credit course if the "W" symbol, as defined in section 55023, has previously been assigned to that student for that same course at colleges within the district four or more times, unless district policy permits a student to enroll again and the student receives a grade or, where applicable, a non-evaluative symbol other than a "W." § 58161.5
8. Military withdrawals as defined in section 55024 do not count against the "W" withdrawal limit noted in guiding principle 6. The regulations do not restrict the number of times a student can receive an "MW," nor the number of times a college can receive apportionment for "MWs," except when alleviating substandard grades (see Guiding Principle B.3).
9. District policy may provide that a "W" will not be assigned to any student who withdrew from one or more courses, where such withdrawal was necessary due to fire, flood, or other extraordinary conditions and the withdrawal is authorized by the district pursuant to section 58509. § 55024(a)(10)
10. Other course repetition provisions may apply to the guiding principles/assumptions referenced in this document.

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B. Applies to Non-Repeatable Course Examples Only:

1. A student is allowed two recorded attempts to alleviate a substandard grade where the district is eligible for apportionment. §§ 55042(a); 58161(a)
2. District policy may allow up to four withdrawals with a “W.” A student may withdraw up to the district’s established limit without any special permission from the district, provided no other restrictions intervene (such as the limits that apply when seeking to alleviate a substandard grade). The “Repetition and Withdrawal Examples” document assumes a district sets this number at four. § 55024(a)(9)(B)
3. For non-repeatable credit courses, an “MW” is treated in the same manner as a “W” for purposes of repetition to alleviate a substandard grade (i.e., “MW” counts as a repetition attempt).
4. District policy may permit a student to repeat a course due to “extenuating circumstances” and may claim apportionment for a maximum of two repetitions on this basis as provided by section 58161(e). “Extenuating circumstances” are verified cases of accidents, illness, or other circumstances beyond the control of the student. The attached examples assume the district allows only two repetitions due to “extenuating circumstances.” § 55045

C. Applies to Repeatable Course Examples Only:

1. Course repetition due to extenuating circumstances as provided by section 55045 and course repetition to alleviate a substandard grade as provided by section 55042 do not apply to courses designated as repeatable.
2. If the district determines that a student needs to repeat an activity course due to a significant lapse of time, that repetition shall be counted in applying the repetition limit applicable to activity courses, except that, if the student has already exhausted the number of permitted activity course repetitions, an additional repetition due to significant lapse of time may be required by the district, and the district may claim apportionment for that repetition.

Note: The “Repetition and Withdrawal Examples” document assumes that the district has not adopted more restrictive withdrawal and repetition policies and procedures.