

# Repetition, Renewal and Grade Alleviation

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## BP 3910: Course Repetition, Academic Renewal and Grade Alleviation

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### Repetition allowed:

1. Alleviate substandard academic performance
2. Significant lapse of time (standard grade only)
3. Extenuating circumstances - verified cases of accident, illness, or other circumstances beyond the control of the student (must be documented)
4. Legally mandated training (police, fire)
5. Disability related accommodation

**Helpful Hint: Student can only repeat a course for one of the reasons listed.**

## AP 3910.2 Course Repetition

Substandard Academic Performance: *Non-repeatable course*

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- A student may repeat a course one time if the previous grade earned was substandard: D, F or NP.
- A student may petition the Vice President, Student Services for a second repeat and alleviation of a substandard grade.
- Students will be allowed a maximum of 3 “takes” in a non-repeatable course due to substandard academic performance.
- Grade alleviation is only allowed for the previous grade and credit, student may not “pick and choose” the best grade. **[see helpful hint]**

# AP 3910.2 Course Repetition

## Substandard Academic Performance - example

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### ENGL 101

	<u>Grade/Symbol</u>
Fall 2007 - <b>First Enrollment</b>	F
Spring 2008 - <b>substandard repeat - 1</b> grade alleviation will be applied to the previous grade and credit automatically (current practice)	D

Student must file a petition with the Vice President, Student Services to enroll again, due to a second substandard grade.

Fall 2008 - <b>substandard repeat -2</b> the previous grade and credit (D) will be alleviated -manual process at the District Student Services office via Petition for Academic Renewal by Course Repetition.	<b>F</b>
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**Student earns 'F' for the course. May not repeat again under this provision.**

## AP 3910.2 Course Repetition

### Substandard Academic Performance - *repeatable course*

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- A student may repeat a course up to the limit established in the official course outline.
- A student may alleviate two substandard grades in a repeatable course.
- Grade alleviation is only allowed for the previous grade and credit, student may not “pick and choose” the best grade.
- **Grade alleviation does not increase the number of times the course can be taken.**

# AP 3910.2 Course Repetition

## Substandard Academic Performance - example

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### PHYE 103 (repeatable)

	<u>Grade/Symbol</u>
Fall 2007 - <b>First Enrollment</b>	<b>C</b>
Spring 2008 - <b>Second Enrollment</b>	<b>D</b>
Fall 2008 - <b>Third Enrollment</b>	<b>F</b>
grade alleviation will be applied to the previous grade and credit automatically (current practice)	
Spring 2009 - <b>Fourth Enrollment</b>	<b>D</b>
the previous grade and credit may be alleviated (F) - manual process at the District Student Services office via Petition for Academic Renewal by Course Repetition.	

**Student earns a 'C' and 'D' for this course. Student may not repeat again under this provision.**

No further grade alleviation permitted.

## AP 3910.2 Course Repetition

### Significant Lapse of Time

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- Students may repeat a satisfactory grade one time due to lapse of time if:
  1. There is a recency prerequisite on a course,
  2. Significant lapse of time has been defined in policy, or
  3. Another institution of higher education to which the student seeks to transfer has established a recency requirement.
- The grade and credit will be included in the student's grade point average each time.

# AP 3910.2 Course Repetition

## Significant Lapse of Time (SLT)- example

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### Paralegal Assistant

Catalog statement: Paralegal courses taken more than 5 years ago may not meet the current laws and procedures and thus may not be accepted as credit toward the major.

	<u>Grade/Symbol</u>
Fall 2003 - <b>First Enrollment</b>	<b>B</b>

Student must file a petition with the Vice President, Student Services to enroll due to significant lapse of time.

Spring 2009 - <b>SLT Enrollment</b>	<b>C</b>
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**Student earns both grades, 'B' and 'C'**

## AP 3910.2 Course Repetition Significant Lapse of Time (SLT) - example

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### MATH 141

	<u>Grade/Symbol</u>
Spring 2000 - <b>First Enrollment</b>	A

Student wants to enroll in Advanced Calculus for Fall 2009 but the prerequisite (Math 141) must have been completed within the last 3 years (this is not SDCCD policy, only an example)

Student must file a petition with the Vice President, Student Services to enroll due to significant lapse of time

Summer 2009 - <b>SLT Enrollment</b>	A
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Student earns both grades, 'A' and 'A' for Math 141.

## AP 3910.2 Course Repetition Significant Lapse of Time (SLT) -example

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### BIOL 107

Spring 2000 - **First Enrollment**

Grade/Symbol

C

Fall 2009 – student transferring to Happy time University, majoring in Biology and must have completed the class within the last 2 years.

Student must file a petition with the Vice President, Student Services to enroll due to significant lapse of time.

Summer 2009 - **SLT Enrollment**

A

Student earns both grades, 'C' and 'A'

# AP 3910.2 Course Repetition

## Extenuating Circumstances

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- A student may petition the Vice President, Student Services to repeat a course under the extenuating circumstances provision.
- **Extenuating circumstances are verified cases of accident, illness, or other circumstances beyond the control of the student (not for academic reasons).**
- The Vice President may approve the repeat based on a finding that the student's previous grade (whether substandard or standard) was, at least in part, the result of extenuating circumstances.
- Two repetitions are allowable under this provision.
- The grade and credit will be included in the student's grade point average each time.

# AP 3910.2 Course Repetition

## Extenuating Circumstances - example

	<u>Grade/Symbol</u>
<b>First Enrollment:</b> Fall 2007	<b>C</b>
Student petitions to repeat the class because she was in a car accident during the fall 2007 semester and was experiencing chronic headaches (documentation required).	
<b>First extenuating repeat:</b> Fall 2008	<b>C</b>
Student petitions a second time to repeat the class as headaches persisted in Fall 2008 (doctor's note required); headaches are now manageable.	
<b>Second extenuating repeat:</b> Fall 2009	<b>B</b>
<b>Student earns two 'C's and one 'B' in the course.</b>	

## AP 3910.2 Course Repetition

### Legally Mandated Training Requirement

- **Students may repeat a course any number of times when such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. (ex. Police, Fire)**
- **The grade and credit will be included in the student's grade point average each time.**

# AP 3910.2 Course Repetition

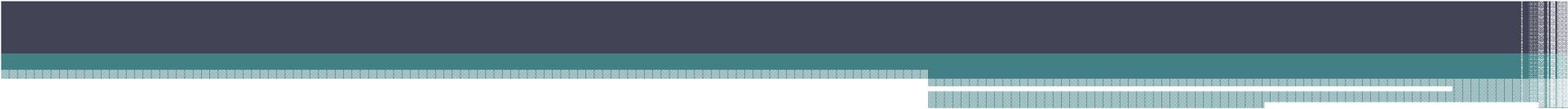
## Disability-Related Accommodation

- A student with a disability may repeat a special class for students with disabilities, any number of times, when a determination has been made that such repetition is required as a disability-related accommodation.
- The grade and credit will be included in the student's grade point average each time.

## BP 3910 Course Repetition, Academic Renewal and Grade Alleviation - Withdrawal

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- There is no relationship between a grade (evaluative) and a “W” (non-evaluative) symbol in course repetition determination. There is no longer a limit of 4 “takes.”
- **Additional unfunded “Ws”** are permitted, by petition.
- Military Withdrawal is not included in the “W” limitation.



## BP 3910 Course Repetition, Academic Renewal and Grade Alleviation - Withdrawal Intervention

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- Title 5 requires **intervention** for multiple withdrawals in a course.
  - A student will be prevented from enrolling once three withdrawals have been earned in a course.
  - Intervention required to be determined.
  - Student must see a counselor for approval to re-enroll a fourth time.

# COMBINATIONS

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With or without  
Substantial  
Graduated Repeat  
Substance Abuse  
Alleviation  
Lapse of Time  
Disability Related Accommodation  
Legally Mandated Training

# Substandard Grade and Withdrawal

## *non-repeatable course*

### English 101

### Grade/Symbol

Fall 2007 - **First enrollment**

W (#1)

Spring 2008 – enrollment allowed

D

Summer 2008 – **substandard repeat -1**

W (#2)

Fall 2008 - enrollment allowed

F

grade alleviation will be applied to the previous grade and credit automatically (current practice)

Student must file a petition with the Vice President, Student Services to enroll due to a second substandard grade.

Spring 2009 – **substandard repeat - 2**

W (#3)

Student must file a petition with the Vice President, Student Services to enroll again due to a second substandard grade and previous withdrawal.

Summer 2009 – **substandard repeat -2 (previous W)**

**C**

the previous grade and credit will be alleviated (F) - manual process at the District, Student Services office.

**Student receives “C” for the course.** May not repeat again under this section **even though the W limit has not been reached.**

Combinations

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Is your head spinning yet?



# Substandard Grade and Withdrawal

*non-repeatable course*

## MATH 095

## Grade/Symbol

Fall 2007 – **First Enrollment**

W (#1)

Spring 2008 - **enrollment allowed**

W (#2)

Summer 2008 - **enrollment allowed**

W (#3)

Student must file a petition to enroll once 3 W's have been earned in one course. Intervention required (to be determined)

Fall 2008 – **petition approved**

F

Student must file a second petition to enroll once 3 W's have been earned in one course, even though it is an allowable substandard repeat.

Spring 2009 - **substandard repeat – 1**

W (#4)

Student must file a petition to enroll once W maximum has been reached.

Summer 2009 – **petition approved**

W (#5)  
(unfunded)

Student must file another petition to enroll once W maximum has been reached.

Spring 2010 - **substandard repeat – 1** (previous W)

**D**

grade alleviation will be applied to the previous grade and credit automatically (current practice)

Student must file another petition to enroll once W maximum has been reached and repeat a second substandard grade.

Fall 2010 – **substandard repeat – 2**

W (#6)  
(unfunded)

And so on.....

# Substandard Grade and Withdrawal Maximum in a *non-repeatable course*

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## English 101

## Grade/Symbol

Fall 2005 – First Enrollment

W (#1)

Spring 2006 - enrollment allowed

W (#2)

Summer 2006 - enrollment allowed

W (#3)

Student must file a petition to enroll once 3 W's have been earned in one course. Intervention required (to be determined)

Fall 2007 –petition approved

F

Student must file a petition to enroll once 3 W's have been earned in one course. Intervention required (to be determined)

Summer 2008 – substandard repeat -1

D

grade alleviation will be applied to the previous grade and credit automatically (current practice)

Student must file a petition with the Vice President, Student Services to enroll due to a second substandard grade.

Spring 2009 –substandard repeat - 2

W (#4)

Student must file a petition to enroll once W maximum has been reached and second repeat of a substandard grade.

Summer 2009 – substandard repeat -2 (previous W)

C

the previous grade and credit will be alleviated - manual process at the District, Student Services office.

**Student receives “C” for this course. May not repeat again under this provision.**

# Substandard Grade and Withdrawal

## *repeatable course*

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### PHYE 103

### Grade/Symbol

Fall 2007 – first enrollment

W (#1)

Spring 2008 – second enrollment

**D**

Summer 2008 – third enrollment

**C**

grade alleviation will be applied to the previous grade and credit automatically (current practice)

Fall 2008 – fourth enrollment

**F**

Student may enroll again because there are only 3 grades.

Spring 2009 – fifth enrollment

W (#2)

Student may enroll again because there are only 3 grades.

Summer 2009 – sixth enrollment

W (#3)

Student may enroll again because there are only 3 grades.

Fall 2009 - seventh enrollment

**F**

the previous grade and credit may be alleviated - manual process at the District Student Services office via Petition for Academic Renewal by Course Repetition.

**Student may not repeat again under this provision, even though the W limit has not been reached.**

# Substandard Grade and Withdrawal *repeatable course*

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## PHYE 103

## Grade/Symbol

Fall 2007 – first enrollment

W (#1)

Spring 2008 – second enrollment

F

Summer 2008 – third enrollment

F

grade alleviation will be applied to the previous grade and credit automatically (current practice)

Fall 2008 – fourth enrollment

F

the previous grade and credit will be alleviated - manual process at the District Student Services office via Petition for Academic Renewal by Course Repetition.

Student may enroll again because there are only 3 grades.

Spring 2009 – fifth enrollment

W (#2)

Student may enroll again because there are only 3 grades.

Summer 2009 – sixth enrollment

W (#3)

Student may enroll again because there are only 3 grades.

Fall 2009 - seventh enrollment

F

**Student may not repeat again under this provision, even though the W limit has not been reached and no standard grade has been earned.**

# Substandard Grade and Withdrawal

## *maximum repeatable course*

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### PHYE 103

### Grade/Symbol

Fall 2007 – first enrollment

W (#1)

Spring 2008 – second enrollment

**D**

Summer 2008 – third enrollment

**B**

grade alleviation will be applied to the previous grade and credit automatically (current practice)

Fall 2008 – fourth enrollment

**C**

Student may enroll again because there are only 3 grades.

Spring 2009 – fifth enrollment

W (#2)

Student may enroll again because there are only 3 grades.

Summer 2009 – sixth enrollment

W (#3)

Student must file a petition to enroll due to 3 W's

Fall 2009 - seventh enrollment

W (#4)

Student must file a petition to enroll due to 3 W's. Intervention required.

Fall 2009 - seventh enrollment

**F**

the previous grade and credit will be alleviated - manual process at the District Student Services office via Petition for Academic Renewal by Course Repetition.

**Student may not repeat again under these provisions.**

# Substandard Grade and Withdrawal

## *Maximum, maximum, maximum repeats*

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### English 101

### Grade/Symbol

Fall 2007 – first enrollment

D

Spring 2008 – substandard repeat - 1

W (#1)

Summer 2008 – substandard repeat – 1 (previous W)

W (#2)

Fall 2008 – substandard repeat – 1 (previous W)

F

grade alleviation will be applied to the previous grade and credit automatically (current practice)

Student must file a petition with the Vice President, Student Services to enroll due to a second substandard grade.

Spring 2009 – substandard repeat -2

W (#3)

Student must file a petition to enroll due to 3 W's (Intervention) and repeat a second substandard grade.

Summer 2009 substandard repeat – 2 (previous W)

W (#4)

Student must file a petition to enroll due to maximum W's reached and repeat a second substandard grade.

Fall 2009 - substandard repeat – 2 (previous W)

**B**

the previous grade and credit will be alleviated - manual process at the District Student Services office via Petition for Academic Renewal by Course Repetition.

Spring 2010 - petition approved: repeat due to lapse of time

**C**

Summer 2010 - petition approved: extenuating circumstances

**C**

Fall 2010 - petition approved: second extenuating circumstances

**B**

**Student earns two 'B' and two 'C' grades. Student may not repeat again under any provisions.**

# Summary

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- Students may use grade alleviation in both repeatable and non-repeatable courses (limit 2).
- Students may petition for repetition of a **standard grade** due to lapse of time in a course (limit 1).
- Students may petition for repetition due to extenuating circumstances in a course (limit 2)
- Student may receive a maximum of seven (7) funded “symbols” (4 W, 2 substandard and 1 sub/standard) excluding provisions for lapse of time and/or extenuating circumstances in a **non repeatable course**.
- Students may receive a maximum of eight (8) funded “symbols” (4 W, 4 grades) excluding provisions for lapse of time and/or extenuating circumstances in a **repeatable course**.

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