

# California Community College Chancellors Office Preliminary Guidance on Repeatability Regulations

Introduction to tables:

The policies and procedures adopted by governing boards of each district may allow students to enroll more than one time in the same credit courses only in limited circumstances. Below are four tables that outline those circumstances. The tables also set forth the maximum number of enrollments a district policy may allow and the maximum number of enrollments for which a district may claim apportionment. A district can choose to restrict additional enrollments even more, as these tables specify the maximum number of enrollments allowed by law. An enrollment occurs when a student receives an evaluative or nonevaluative symbol pursuant to section 55023 in a credit course. (§ 55000(n).) For example, an enrollment is counted when a student earns a "W" for a withdrawal or any grade indicating the student's performance in the class.

The first table addresses when additional enrollments are permitted if the student previously took the credit course and received a satisfactory grade. The second table addresses when additional enrollments are permitted if the student previously took the credit course and did not receive a satisfactory grade. As these two tables demonstrate, under some circumstances the student can repeat the credit course regardless of whether the student received a satisfactory grade or not on the previous enrollment. The third table addresses the limited types of credit courses a governing board of a district may designate as repeatable. The fourth table addresses the number of times district policy may permit student enrollment in credit courses that are active participatory courses in physical education, visual arts, or performing arts that are related in content.

Please keep in mind when using these tables that the information is necessarily incomplete as it is simply a summation of the laws affecting multiple enrollments. For a complete understanding of the legal requirements, one must refer to the applicable section of the Guidelines and the regulations themselves, which are cited in the table for your convenience. In many cases local policy may be more restrictive than the limitations set forth in the following tables; colleges therefore must also refer to their district policy to determine the applicable enrollment limitation.



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**Table 1: Student Repetition - Satisfactory Grade Received**

Limitations on additional enrollments in the same credit course where student receives a satisfactory grade on previous enrollment.

	Explanation	Student limit <sup>1</sup>	Apportionment limit	GPA/Credit <sup>2</sup>	Other info.
General rule	A student earning a satisfactory grade may not enroll in that course again unless an exception applies.	1 s/q <sup>3</sup>	1 s/q § 58161(b) <sup>4</sup>	All grades and credits received count in computing GPA.	See additional limitations for courses that are related in content at the end of this table.
<b>Exceptions that permit district policy to allow for additional enrollments:</b>					
Repeatable courses §§ 55040(b)(2), 55041	District policy may permit students to enroll multiple times in courses designated by the district as repeatable. Districts may only designate three types of courses as repeatable. <b>See table 3 below.</b>	See table 3.	See table 3.	See table 3.	See table 3.
Significant lapse of time §§ 55040(b)(3), 55043	District policy may permit a student to enroll in a course again if more than 36 months has elapsed since the student was awarded a grade in the course and the district has established a recency prerequisite for the course or an institution of higher education to which the student seeks to transfer has established a recency requirement that applies to that course.	No specific limit.	+1 s/q § 58161(e)(1)	District policy may permit previous grade and credit to be disregarded in computing GPA. § 55043(c)	See table 4 for additional limitations for active participatory courses in physical education and visual or performing arts. See the Guidelines for a discussion of an exception to the 36 month requirement.

<sup>1</sup> The student limit column specifies the maximum number of times district policy can permit a student to enroll in a credit course as compared to the apportionment limit column, which sets forth how many of those enrollments the district can receive apportionment for. In some cases the law allows the district to permit a student to enroll in a course more times than it is eligible to receive apportionment for.

<sup>2</sup> Even where district policy allows prior grade and credit to be disregarded in computing the student's GPA (when allowed by law), all prior work must remain legible on the student's academic record, thereby ensuring a true and complete academic history (§ 55040(d)).

<sup>3</sup> Unless otherwise noted, "s" refers to enrollments in courses offered on a semester system and "q" refers to in enrollments in courses offered on a quarter system. Thus, +1 s/q indicates that districts operating on a semester or quarter system may adopt a policy allowing for one additional enrollment, whereas 4s/6q indicates that districts operating on a semester system may allow for a maximum of four enrollments, and districts operating on a quarter system may allow for a maximum of six enrollments.

<sup>4</sup> All citations in this table are to title 5 of the California Code of Regulations unless otherwise specified.

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	Explanation	Student limit <sup>5</sup>	Apportionment limit	GPA/Credit <sup>6</sup>	Other info.
<b>Exceptions that permit district policy to allow for additional enrollments: (continued)</b>					
Variable unit courses offered on an open-entry/open-exit basis §§ 55040(b)(4), 55044	District policy may permit a student to enroll in courses as many times as necessary to complete one time the entire curriculum of the course.	No specific limit – as necessary to complete the course once.	Same as student limit. § 58161(f)(3)	See table 2.	District policy may not allow the student to repeat any section of the course, except in specified circumstances. See the Guidelines for a discussion of these circumstances. § 55044(a)(1)-(4)
Extenuating circumstances §§ 55040(b)(5), 55045	District policy may permit a student who has earned a satisfactory or substandard grade to petition to repeat a course due to an extenuating circumstance. Extenuating circumstances are verified cases of accidents, illness, or other circumstance beyond the student’s control.	No specific limit.	+1 s/q § 58161(e)(2)	District policy may allow previous grade and credit to be disregarded in computing the student’s GPA. § 55045(b)	This exception does not apply to courses designated as repeatable. Student must have received a substandard or passing grade on prior enrollment.
Occupational work experience § 55040(b)(6)	District policy may permit a student to enroll more than once, even if the student earned a satisfactory grade, in an occupational work experience course if the college offers only one course in occupational work experience in a given field and that course is not offered as a variable unit open-entry/open-exit course.	No specific limit; however, the student may not exceed 16 s/24 q credit hours of cooperative work experience education and 8 credit hours of occupational work experience in a given field during the enrollment period. § 55253	Same as student limit. § 58161(f)(4)	District policy may NOT allow previous grade(s) and credit(s) to be disregarded in computing the student’s GPA. §§ 55021(b), 55040(b)(6)	Occupational work experience and general work experience are distinct types of cooperative work experience. The exception that allows for additional enrollments applies <b>only</b> to occupational work experience and <b>not</b> general work experience.

<sup>5</sup> The student limit column specifies the maximum number of times district policy can permit a student to enroll in a credit course as compared to the apportionment limit column, which sets forth how many of those enrollments the district can receive apportionment for. In some cases the law allows the district to permit a student to enroll in a course more times than it is eligible to receive apportionment for.

<sup>6</sup> Even where district policy allows prior grade and credit to be disregarded in computing the student’s GPA (when allowed by law), all prior work must remain legible on the student’s academic record, thereby ensuring a true and complete academic history (§ 55040(d)).

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	Explanation	Student limit <sup>7</sup>	Apportionment limit	GPA/Credit <sup>8</sup>	Other info.
<b>Exceptions that permit district policy to allow for additional enrollments: (continued)</b>					
Students with disabilities repeating a special class § 55040(b)(7)	District policy must permit a student with a disability to enroll multiple times in classes designated as "special classes" as a disability-related accommodation for a reason specified in § 56029.	No specific limit.	Same as student limit. § 58161(f)(2)	District policy may allow prior grade to be disregarded in computing the student's GPA.	
Legally mandated § 55040(b)(8)	Districts may permit a student to re-enroll in a course that it determines to be required by statute or regulation as a condition of that student's paid or volunteer employment.	No specific limit.	Same as student limit. § 58161(f)(1)	District policy may NOT allow previous grade(s) and credit(s) to be disregarded in computing the student's GPA. § 55021(b)	Verification that the course is required by statute or regulation must be documented. District policy may require the student to provide evidence that the course is legally mandated as defined in § 55000(k).
Significant change in industry or licensure standards § 55040(b)(9)	District may permit a student to petition the district to re-enroll in a course as a result of a significant change in industry or licensure standards such that repetition of the course is necessary for the student's employment or licensure.	No specific limit.	Same as student limit. § 58161(f)(8)	District policy may NOT allow previous grade(s) and credit(s) to be disregarded in computing the student's GPA. § 55021(b)	Verification that the course is required for employment or licensure must be documented. District policy may require the student to provide evidence of a significant change in industry or licensure standards necessitating course repetition.

<sup>7</sup> The student limit column specifies the maximum number of times district policy can permit a student to enroll in a credit course as compared to the apportionment limit column, which sets forth how many of those enrollments the district can receive apportionment for. In some cases the law allows the district to permit a student to enroll in a course more times than it is eligible to receive apportionment for.

<sup>8</sup> Even where district policy allows prior grade and credit to be disregarded in computing the student's GPA (when allowed by law), all prior work must remain legible on the student's academic record, thereby ensuring a true and complete academic history (§ 55040(d)).

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	Explanation	Student limit <sup>9</sup>	Apportionment limit	GPA/Credit <sup>10</sup>	Other info.
<b>Additional limitations – active participatory courses in physical education, visual arts, or performing arts that are related in content:</b>					
Courses related in content § 55040(c)	District policy must further limit enrollment of students in courses that are active participatory courses in physical education, and visual or performing arts.	See table 4.	See table 4.	See table 4.	See table 4 and the Guidelines regarding what constitutes active participatory courses in physical education and visual or performing arts.

<sup>9</sup> The student limit column specifies the maximum number of times district policy can permit a student to enroll in a credit course as compared to the apportionment limit column, which sets forth how many of those enrollments the district can receive apportionment for. In some cases the law allows the district to permit a student to enroll in a course more times than it is eligible to receive apportionment for.

<sup>10</sup> Even where district policy allows prior grade and credit to be disregarded in computing the student's GPA (when allowed by law), all prior work must remain legible on the student's academic record, thereby ensuring a true and complete academic history (§ 55040(d)).

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**Table 2: Student Repetition - Satisfactory Grade NOT Received**

Additional enrollment limitations in the same credit course when student does not receive satisfactory grade on prior enrollment.

	<b>Explanation</b>	<b>Student limit</b>	<b>Apportionment limit</b>	<b>GPA/Credit</b>	<b>Other info.</b>
General rule	District policy may permit a student not receiving a satisfactory grade to enroll in the credit course again under specified circumstances.	Except as specified below, enrollments (which include evaluative and nonevaluative marks) may not exceed 3 s/q.	Up to 3 s/q enrollments TOTAL (including enrollments where a "W" is recorded), except as specified below.	Varies depending upon circumstances allowing the additional enrollment. In all circumstances, the student's permanent academic record must clearly indicate all course work, insuring a true and complete academic history.	
<b>Circumstances that permit district policy to allow for additional enrollment(s):</b>					
Alleviate substandard academic work §§ 55040(b)(2), 55042	District policy may permit a student whose prior enrollment resulted in a substandard grade to re-enroll in the same course. Substandard academic grades include the grading symbols "D," "F," "FW," "NP," or "NC" (as defined in section 55023) recorded on the student's transcript.	3 s/q enrollments + 1 s/q more enrollment pursuant to petition. § 55042(b)	3 s/q enrollments. § 58161(c)	District policy may permit only the first two substandard grades to be excluded in computing the student's GPA.	

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	Explanation	Student limit	Apportionment limit	GPA/Credit	Other info.
<b>Circumstances that permit district policy to allow for additional enrollment(s): (continued)</b>					
Withdrawal § 55024	District policy may permit a student who withdrew from a course and received a “W” to enroll again in the credit course.	3 s/q total enrollments + 1 s/q more enrollment pursuant to petition. § 55024(a)(9) (Reminder: withdrawals from courses as well as repetitions of courses are enrollments, and count toward the total enrollment limitation.)	3 s/q enrollments. § 58161(c)	The “W” shall not be used in calculating GPA, but must be used in determining probation and dismissal (with a few exceptions). § 55024(a)(7)	A district permitting a student to enroll in a course pursuant to petition may not permit the student to withdraw from the course on the fourth enrollment or other enrollment by petition that occurs after the student has reached the district established maximum number of withdrawals with a “W” in accordance with section 55024(a)(9). Military withdrawal, withdrawals due to extraordinary conditions (§ 58509), and withdrawals where the district determines discriminatory treatment has occurred do not count toward these limits. § 55024 (a)(7), (a)(10) and (d)

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	Explanation	Student limit	Apportionment limit	GPA/Credit	Other info.
<b>Circumstances that permit district policy to allow for additional enrollment(s): (continued)</b>					
Repeatable courses* §§ 55040(b)(1), 55041	District policy may permit students to enroll multiple times in courses designated by the district as repeatable. Districts may only designate three types of courses as repeatable. See table 3 below.	See table 3.	See table 3.	If student re-enrolls in a repeatable course to alleviate a substandard grade, then the most recent substandard grades (up to two) may be alleviated. § 55042(c)	See table 3.
Variable unit courses offered on an open-entry/ open-exit basis* §§ 55040(b)(4), 55044	District policy may permit a student to enroll in variable unit courses as many times as necessary to complete one time the entire curriculum of the course. District policy may <b>not</b> permit a student to enroll again in each portion except in very limited circumstances. One of those circumstances is alleviation of substandard work if authorized by § 55042.	3 s/q enrollments in that portion of the course +1 s/q more enrollment in that portion pursuant to petition. §§ 55042(b), 55045	3 s/q enrollments in that portion of the course § 58161(f)(3) or 4 s/q enrollments in that portion of the course if extenuating circumstances apply. § 58161(e)(2)	District policy may permit the previous grade and credit in the portion repeated be disregarded in computing student's GPA. § 55044(c)	Under no circumstances may a portion of a physical education course be repeated. § 55044(b). See Guidelines for a discussion of other limited circumstances in which a portion of the course may be repeated. § 55044(a)(1)-(4)
Extenuating circumstances* §§ 55040(b)(5), 55045	District policy may permit a student who has received a satisfactory or substandard grade to petition to repeat a course due to an extenuating circumstance. Extenuating circumstances are verified cases of accidents, illness, or other circumstance beyond the student's control.	No specific limit.	+1 s/q enrollment, but no more than 4 s/q total enrollments. § 58161(e)(2)	District policy may allow a previous grade and credit to be disregarded in computing the student's GPA. § 55045(b)	Student must have received a passing or substandard grade on prior enrollment.

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	Explanation	Student limit	Apportionment limit	GPA/Credit	Other info.
<b>Circumstances that permit district policy to allow for additional enrollment(s): (continued)</b>					
Occupational work experience* § 55040(b)(6)	District policy may permit a student to enroll more than once in an occupational work experience course if the college offers only one course in occupational work experience in a given field and that course is not offered as a variable unit open-entry/open-exit course.	No specific limit; however, the student may not exceed 16 semester/24 quarter credit hours of cooperative work experience education and 8 credit hours of occupational work experience in a given field during the enrollment period. § 55253	Same as student limit. § 58161(f)(4)	District policy may NOT allow previous grade(s) and credit(s) to be disregarded in computing the student's GPA. § 55021(b)	Occupational work experience and general work experience are distinct types of cooperative work experience. § 55252 This exception applies <b>only</b> to occupational work experience and not general work experience.
Students with disabilities repeating a special class* § 55040(b)(7)	District policy may permit a student with a disability to enroll multiple times in a special class as a disability-related accommodation for a reason specified in § 56029.	No specific limit.	Same as student limit. § 58161(f)(2)	District policy may allow prior grade to be disregarded in computing the student's GPA.	
Legally mandated* § 55040(b)(8)	Districts may permit a student to enroll multiple times in a course that it determines to be required by statute or regulation as a condition of that student's paid or volunteer employment.	No specific limit.	Same as student limit. § 58161(f)(1)	District policy may NOT allow previous grade(s) and credit(s) to be disregarded in computing the student's GPA. § 55021(b)	
Significant change in industry or licensure standards* § 55040(b)(9)	District may permit a student to petition the district to repeat a course as a result of a significant change in industry or licensure standards such that repetition of the course is necessary for that student's employment or licensure.	No specific limit.	Same as student limit. § 58161(f)(8)	District policy may NOT allow previous grade(s) and credit(s) to be disregarded in computing the student's GPA. § 55021(b)	

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	Explanation	Student limit	Apportionment limit	GPA/Credit	Other info.
<b>Additional limitations – active participatory courses in physical education, visual arts, or performing arts that are related in content:</b>					
Courses related in content § 55040(c)	District policy must further limit enrollment of students in courses that are active participatory courses in physical education and visual or performing arts.	See table 4.	See table 4.	See table 4.	See table 4.

\*With some limitations, these are circumstances in which a student can enroll in a course more than one time if either a satisfactory grade has (table 1) or has **not** (table 2) been achieved, if all other conditions for the subsequent enrollment(s) have been met.

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**Table 3: Repeatable Courses**

The three types of credit courses districts may designate as repeatable and associated enrollment limitations.

	Explanation	Student Limit	Apportionment Limit	GPA/Credit	Other information
General Rule	Districts may not designate courses as repeatable unless the course is one of the three types specified below. If a course is one of the three types below, then district policy may designate the course as repeatable and students may enroll multiple times in the course, even if they received a satisfactory grade on a prior enrollment.	Varies depending upon the type of course.	Same as student limit.	The grade received each time shall be included for calculating GPA. § 55041(c)	
<b>Types of courses that districts may designate as repeatable:</b>					
Courses required by CSU or UC for completion of a bachelor's degree §§ 55040(b)(1), 55041(a)(1)	A district may designate a course as repeatable if repetition of that course is required by CSU and/or UC for completion of a bachelor's degree.	In most cases, the limit will be 4s/6q enrollments. See Guidelines for further clarification, and exceptions (including significant lapse of time). §§ 55040(c), 55043(b)	4s/6q enrollments, +1s/q if significant lapse time exception applies. §§ 58161(d), 58161(e)(1)	The grade received each time shall be included for calculating GPA. § 55041(c)	

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	Explanation	Student Limit	Apportionment Limit	GPA/Credit	Other information
<b>Types of courses that districts may designate as repeatable: (continued)</b>					
Intercollegiate Athletics §§ 55040(b)(1), 55041(a)(2)	A district may designate as repeatable a course in which student athletes enroll to participate in an organized competitive sport sponsored by the district or a conditioning course which supports the organized competitive sport.	No specific limit.	Whichever is less: Up to 350 contact hours per year, per enrolled student, per sport (of the 350 hours, up to 175 contact hours in courses dedicated to the sport and 175 contact hours in courses that focus on conditioning or skill development for the sport) or the participation of a student for up to 4s/6q enrollments in the course. §§ 58161(d), § 58162	The grade received each time shall be included for calculating GPA. § 55041(c)	
Intercollegiate Academic or Vocational competition §§ 55040(b)(1), 55041(a)(3)	A district may designate courses that are designed specifically for participation in non-athletic competitive events between students from different colleges as repeatable. The outcomes of the course must be tied to the student's participation in the competition. The event must be sanctioned by a formal collegiate or industry governing body.	4s/6q enrollments, either in one single course or a combination of courses that are related in content.	Same as student limit. § 58161(d)	The grade received each time shall be included for calculating GPA. § 55041(c)	The enrollment limits, including the enrollment limits for courses that are related in content, apply even if the student receives a substandard grade or "W" during one of the enrollments or petitions for repetition due to extenuating circumstances as provided in section 55045.

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	Explanation	Student Limit	Apportionment Limit	GPA/Credit	Other information
<b>Additional limitations – active participatory courses in physical education, visual arts, or performing arts that are related in content:</b>					
Courses related in content § 55040(c)	District policy must further limit enrollment of students in courses that are active participatory courses in physical education, and visual or performing arts.	See table 4.	See table 4.	See table 4.	See table 4.

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**Table 4: Active participatory credit courses in physical education, visual arts or performing arts that are related in content**

	Explanation	Student Limit	Apportionment Limit	GPA/Credit	Other info.
Active participatory courses in physical education, and visual or performing arts that are related in content § 55040(c)	In addition to the foregoing enrollment limitations, districts must limit a student's enrollment in active participatory courses in physical education, and visual or performing arts if the course the student is seeking to enroll in is related in content to one that he or she has previously been or is currently enrolled in. A course related in content includes any course with similar primary educational activities in which skill levels or variations are separated into distinct courses with different student learning outcomes for each level or variation. § 55000(l)	Except as provided below, up to 4s/6q enrollments total in levels and/or variations.	Same as student limit.	All grades and credits received count in computing GPA, unless an exception applies.	
<b>Additional exceptions and limitations.</b>					
Significant lapse of time §§ 55040(b)(3), 55043	If district policy permits students to repeat a course due to significant lapse of time, all enrollments, including the additional enrollment allowed as a result of the significant lapse of time, in an active participatory course in physical education, visual arts, or performing arts counts toward the total enrollments.	Up to 4s/6q enrollments. If student has exhausted 4s/6q enrollments, +1 s/q enrollment for significant lapse of time can be permitted.	Same as student limit. § 58161(d) and (e)(1)	When a course is repeated pursuant to significant lapse of time, the district policy may allow the previous grade and credit to be disregarded in computing the student's GPA. § 55043(c)	

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	Explanation	Student Limit	Apportionment Limit	GPA/Credit	Other information
<b>Additional exceptions and limitations. (continued)</b>					
Variable unit courses offered on an open-entry/ open-exit basis – physical education §§ 55040(b)(4), 55044	District policy may permit students to enroll in variable unit courses offered on an open-entry/open exit basis as many times as is necessary to complete the course one time, except if the course is an active participatory course in physical education, in which case each enrollment in a portion of the course counts toward the courses that are related in content limitation. § 55040(c) <sup>11</sup>	Up to 4s/6q enrollments; for this purpose, enrollments include each portion.	Same as student limit. § 58161(d)	District policy may permit the previous grade and credit on that portion repeated to be disregarded in computing the student’s GPA. § 55044(c)	The enrollment limitation on portions of active participatory courses that are related in content applies only to physical education courses and not visual arts or performing arts courses.
<b>Additional exceptions/limitations specific to repeatable courses in physical education, visual arts or performing arts.</b>					
Courses required by CSU or UC for completion of a bachelor’s degree §§ 55040(b)(1), 55041(a)(1)	Courses properly designated as repeatable pursuant to section 55041(a)(1) that happen to also be active participatory courses in physical education, visual arts, or performing arts are subject to the limitations on courses that are related content as set forth in section 55040(c).	Up to 4s/6q enrollments in one course or a combination of courses related in content.	Same as student limit.	When a course is designated as repeatable, each grade received shall be included in computing the student’s GPA. § 55041(c)	See Guidelines for additional clarification regarding repeatable courses in physical education, visual or performing arts that happen to also be subject to related course content limitations.

<sup>11</sup> The Chancellor’s Office is aware that section 55044(b) refers to section 55041 and not 55040(c). This reference predates the last revision of the regulations. The Chancellor’s Office will be taking the necessary steps to correct this and other similar issues in the regulations.