

## Chapter 4 – Academic Affairs

### AP 4225 Course Repetition and Withdrawals

#### References:

Title 5 Sections **55023**-55024, 55040-55045, **56029**, 58161

~~Total Enrollments  
(55040-55044, 58161)~~

Students will be limited to three substandard grades and/or withdrawals for the same **credit** course. A student will be allowed to enroll in a course in which a satisfactory grade (“A”, “B”, “C”, “P”, or “CR”) has not been recorded if the College has not recorded three attempts at the course which resulted in substandard grades and/or withdrawals on the student’s permanent academic record.

Students who, on their first and second enrollment, receive a substandard symbol of “D”, “F”, “NP” or “NC” or “W” may only re-enroll in the same class one more time, unless the class is deemed as repeatable. **Effective Fall 2018 students may receive the Excused Withdrawal “EW”. However, this notation does not count towards the previously mentioned enrollment limitations.**

#### Repeatable Courses

Courses deemed as “repeatable” may be taken for a total of four enrollments based on the course designation regardless of the mark or grade recorded (~~Title 5 55041(c)~~).

Students may repeat the same credit course without limitation provided that all other requirements pertaining to the course are met and that substantial proof exists that the course is:

- A special class to meet the student’s disability-related accommodation (~~Title 5 56029~~)
- Part of a variable unit open entry/open exit credit course as allowable (~~Title 5 55044~~)

Students may also repeat courses due to:

- Military withdrawal (“MW”) [~~Title 5 55024(d)(1)~~]
- Work Experience (~~Title 5 55023~~)
- Extraordinary Conditions [~~Title 5 55024(a)(10)~~]
- Extenuating Circumstances (~~Title 5 55045~~)
- Significant Lapse of Time (~~Title 5 55043~~)

- Part of legally mandated training (~~Title 5 55041~~)

For Substandard Grades  
(~~55024, 55040~~)

Students will be allowed a course in which they have received a substandard grade ("D," "F," "FW," "NP", or "NC") if they have not already exhausted the three total enrollment opportunities noted above. The previous grade and credit will be disregarded in computing the student's GPA each time the course is repeated, such that the highest grade will count toward the grade point average. The student's permanent academic record will be annotated such that all course work that has been taken and forgiven or repeated will remain legible, ensuring a true and complete academic history.

For Withdrawals  
(~~55024, 55040~~)

Students are permitted to drop classes in accordance with AP 5075 – Course Adds and Drops, which requires a notation of a "W" on the student's permanent academic record should the drop take place aAfter the first two weeks of a 16-week class in a regular term, or after the first 20% of a short-term course. Students will be allowed to enroll in a course in which they have previously dropped with a "W" if they have not already exhausted the three total enrollment opportunities noted above.

**Neither the Military Withdrawal "MW" nor Excused Withdrawal "EW" shall be counted towards the permitted number of withdrawals or counted as an enrollment opportunity.**

Extenuating Circumstances  
(~~55040, 55045~~)

In cases in which the student's grade and/or enrollment was the result of an extenuating circumstance, students may file a petition to repeat a class an additional time (whether the prior enrollment was due to a substandard grade, a passing grade, or a withdrawal). Extenuating circumstances are verified accidents, illness, or other circumstances beyond the control of the student. When course repetition is approved pursuant to this provision, the District shall allow the previous grade and credit to be disregarded in computing the student's grade point average each time the course is repeated.

**Details on course repetition and withdrawals can be found in the catalog. Faculty and students should be referred to the office of Admissions and Records for additional information.**

**Grade Alleviation with Course Repetition from Other Accredited Colleges/Universities**

In an effort to facilitate student completion, a student may use a passing grade in an equivalent course from an accredited college or university to alleviate a previously earned substandard grade at Mt. San Antonio College. As a result, the repeated course(s) will be excluded from the calculation of passed hours, earned hours, GPA hours, quality points, and GPA on the Mt. SAC transcript. The Admissions and Records Office at Mt. San Antonio College is responsible for implementing this procedure. A student requesting alleviation of substandard academic performance via this method must submit the following to the

Admissions and Records Office: 1) a Petition for Grade Alleviation with External Course Repetition, and 2) official transcripts from colleges and/or universities where the course was repeated. Grade alleviation will be granted following the course equivalencies and variances guidelines under Administrative Policy 4051. A Request for Variance or Credit for Equivalent Course may be needed if equivalency has not previously been established. If this is the case, the student will be notified by the Admissions and Records Office to submit such a request. The equivalencies for courses within disciplines taught at Mt. San Antonio College shall be determined by discipline faculty and certified by their department.

### Annotations on Student's Academic Record

To ensure a true and complete academic history, grades alleviated via **Grade Alleviation with Course Repetition from Other Accredited Colleges/Universities** will not be removed from the student's academic record. Instead, they will be annotated and excluded from the grade point average (GPA).

Mt. San Antonio College does not guarantee that **Grade Alleviation with Course Repetition from Other Accredited Colleges/Universities** be honored by institutions outside of the District. This determination will be made by the transfer institution.

**When grades are given for any course of instruction, the grade given to each student shall be the grade determined by the instructor of the course. The determination of the student's grade, in the absence of mistake, fraud, bad faith, or incompetency, shall be final.**

### EVALUATIVE SYMBOLS

<u>Symbol</u>	<u>Definition</u>	<u>Grade Point</u>
<u>A</u>	<u>Excellent</u>	<u>4.0</u>
<u>B</u>	<u>Good</u>	<u>3.0</u>
<u>C</u>	<u>Satisfactory</u>	<u>2.0</u>
<u>D</u>	<u>Less than Satisfactory</u>	<u>1.0</u>
<u>F</u>	<u>Failing</u>	<u>0.0</u>
<u>P</u>	<u>Passing ( at least Satisfactory)</u>	<u>Units Awarded Not Counted in GPA</u> <u>Used in Noncredit Courses</u> <u>OR</u> <u>Used in Credit and Noncredit Courses</u>
<u>NP</u>	<u>No Pass (less than Satisfactory or Failing)</u>	<u>Units Not Counted in GPA</u> <u>Used in Noncredit Courses</u> <u>OR</u> <u>Used in Credit and Noncredit Courses</u>
<u>SP</u>	<u>Satisfactory Progress (satisfactory progress towards completion of course)</u>	<u>Noncredit Courses Only</u>
<u>CR</u>	<u>Passing (at least Satisfactory)</u>	<u>Units Awarded Not Counted in GPA</u>

<u>NC</u>	<u>No Pass (less than Satisfactory or Failing)</u>	<u>Units Not Counted in the GPA</u>
<u>WF</u>	<u>Withdrew Failing</u>	<u>0.0</u>

\*CR/NC options were replaced by P/NP options effective Summer 2009

- (a) The District may offer courses on a Pass/NoPass basis, Standard grade mode or both. The college's catalog will denote which options are available for a given course. The desired grade mode choice for credit courses can be made at registration but must be finalized no later than the 30% of the course. Standard letter grades (A, B, C, D, F) may be assigned for both credit and noncredit courses.
- (b) Upon completion of at least 30% of the credit course, the student may no longer make changes to the grade mode on file.
- (c) All units earned on a "pass-no pass" basis shall be counted in satisfaction of community college curriculum requirements.
- (d) Units earned on a "pass-no pass" basis shall not be used to calculate grade point averages. However, credit units attempted for which "NP" is recorded shall be considered in probation and dismissal procedures.
- (e) Noncredit grades have do not have any effect on students' credit transcript academic record.

**NON EVALUATIVE SYMBOLS (credit courses only)**

<u>SYMBOL</u>	<u>DEFINITION</u>
<u>I</u>	<u>Incomplete – Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the term may result in an "I" symbol being entered in a student's record. The condition for removal of the "I" shall be stated by the instructor in a written record. This record shall contain the conditions for the removal of the "I" and the grade assigned in lieu of its removal. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The "I" may be made up no later than one year following the end of the term in which it was assigned. The "I" symbol shall not be used in calculating units attempted nor for grade points.</u>
<u>W</u>	<u>Withdrawal - Assigned to students who officially withdraw from a class. "W" grades are not used in calculating GPA, but are used as factors in probation and dismissal procedures.</u>
<u>MW</u>	<u>Military Withdrawal – Students who receive military orders compelling withdrawal from classes shall be permitted to withdraw at any time with no adverse impact on academic records or enrollment status. Students shall show copies of military orders before the "MW" can be processed. Military withdrawal shall not be counted in progress probation or dismissal calculations.</u>
<u>EW</u>	<u>"Excused Withdrawal" (EW) occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student affecting his or her ability to complete a course(s) and may include a job transfer outside</u>

	<p><u>the geographical region, an illness in the family where the student is the primary caregiver, when the student who is incarcerated in a California state prison or county jail is released from custody or involuntarily transferred before the end of the term, when the student is the subject of an immigration action, or other extenuating circumstances as described in (a)(2), making course completion impracticable. In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of a student's behavioral violation or if the student requested and was granted a mid-semester transfer. Upon verification of these conditions and consistent with the district's required documentation substantiating the condition, an excused withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. The withdrawal symbol so assigned shall be an "EW."</u></p>
<p><u>IP</u></p>	<p><u>The "IP" symbol shall be used only in those courses which extend beyond the normal end of an academic term. It indicates that work is "in progress" but that assignment of an evaluative symbol (grade) must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative symbol (grade) and unit credit shall be assigned and appear on the student's permanent record for the term in which the course is completed. The "IP" shall not be used in calculating grade point averages.</u></p>
<p><u>RD</u></p>	<p><u>The "RD" symbol may only be assigned by the Office of Admissions and Records. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. "RD" shall not be used in calculating grade point averages.</u></p>

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