

# MEMORANDUM

TO: Ruben A. Smith  
FROM: T. Matthew Hansen  
DATE: April 5, 2019  
RE: Review of Proposed Santa Ana College Policy Regarding Course Repetition to Alleviate Substandard Academic Work

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## ISSUE

Does Santa Ana College's (the "College") proposed policy regarding allowing course repetition by students to alleviate substandard work in non-repeatable courses sufficiently comply with State law?

## SHORT ANSWER

The College's proposed policy is insufficient, and should be expanded. Below is a suggested revision to the College's policy regarding course repetition and grade alleviation in non-repeatable courses:

Grade Alleviation for pre-transfer level Coursework:

California Code of Regulations Title 5 ("CRC") § 55042 permits a student to repeat a course in an effort to alleviate substandard work.

CRC § 55040 requires the governing board of each community college district to adopt and publish policies and procedures pertaining to the repetition of credit courses.

CRC § 58161 and §55040 limit the number of times a student may repeat a course in the California Community College system. These regulations also require all current and prior credit course enrollments, repetitions, and withdrawals in a student's enrollment record to be counted toward the maximum limit. All grades and credits earned in repeatable courses will be included in calculating the student's GPA, except if the course is repeated in a course where the previous grade(s) may be disregarded[CRC § 55041(c)].

A student who was awarded a substandard grade ("D", "F" or "NP") in pre-transfer level English or Math course(s) may repeat such course(s) provided that he or she has not already attempted the same course on three prior occasions. If the student received a grade of "C" or better or "P" in a transfer level English (CSU GE area A2 or IGETC GE area 1A

approved course,) or Math (CSU GE area B4 or IGETC GE 2A approved course), the highest grade earned shall be used when computing the student's cumulative grade point average. However, no more than two substandard grades for the same course may be alleviated and excluded from the student's GPA (as per Title 5 section 55042 and 55046). Additionally, when course repetition under this section occurs, the student's permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history. Students who have received three substandard grades for the same course may repeat it one more time upon approval of a filed petition documenting extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student.