

AR 4227 Repeatable Courses

References:

Title 5 Sections 55040, 55041, 55253, and 56029

Only the following types of courses may be designated as repeatable:

- Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree;
- Intercollegiate athletics courses; and
- Intercollegiate academic or vocational competition courses. Such courses may be repeated no more than four times for semester courses or six times for quarter courses.

The Colleges will identify and designate such repeatable courses in its catalog.

Under special circumstances, students may repeat courses in which a C or better grade was earned.

Students are allowed to repeat a course without petition when repetition is necessary to enable that student to meet a legally mandated training requirement as a condition of volunteer or continued paid employment. Students can repeat such courses any number of times, even if they received a grade of C or better; however, the grade received by the student each time will be included in calculations of the student's grade point average.

Students may enroll in activity courses in physical education, visual arts, or performing arts that are designated as repeatable. Such courses may not be repeated for more than four enrollments. This limit applies even if the student receives a substandard grade or "W" during one or more enrollment or if a student petitions for repetition for repetition due to extenuating circumstances.

Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for the student for one of the reasons specified in Title 5 Section 56029.

Students are allowed to repeat an occupational work experience course if a college only offers 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. Where only one occupational work experience course is offered subject to the above conditions, students may be permitted to repeat this course any number of times as long as they do not exceed the limit on the number of units of cooperative work experience set forth in Title 5 Section 55253(a).

New March 15, 2018

5 CCR § 55253

§ 55253. College Credit and Repetition.

(a) For the satisfactory completion of all types of Cooperative Work Experience Education, students may earn up to a total of 16 semester credit hours or 24 quarter credit hours, subject to the following limitations:

(1) General Work Experience Education.

A maximum of six semester credit hours or nine quarter credit hours may be earned during one enrollment period in general work experience education.

(2) Occupational Work Experience Education.

A maximum of eight credit hours may be earned during one enrollment period in occupational work experience education.

(b) The district policy on course repetition adopted pursuant to section 55040 may permit a student to repeat a cooperative work experience course any number of times so long as the student does not exceed the limits on the number of units of cooperative work experience education set forth in subdivision (a). Consistent with section 58161, attendance of a student repeating a cooperative work experience course pursuant to this subdivision may be claimed for state apportionment.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

5 CCR § 58161

§ 58161. Apportionment for Course Enrollment.

(a) A community college district may claim the attendance of students for enrollments in credit courses for state apportionment only if so authorized by this section and if all other requirements of this division are satisfied. For purposes of this section, the definition of enrollment found in section 55000 shall apply.

(b) A district may claim state apportionment for an enrollment in a credit course for the attendance of a student who receives a satisfactory grade, as defined in section 55000, one time unless an exception applies.

(c) A district may claim state apportionment for the attendance of students for enrollments totaling a maximum of three times per credit course and if all other requirements of this division are satisfied.

(d)(1) Notwithstanding subdivisions (b) and (c) of this section, a district may claim state apportionment for the attendance of students for enrollments in credit courses designated as repeatable, as provided in section 55041, as defined in section 55000, for no more than four times for semester courses or six times for quarter courses. This limitation applies even if a student receives a substandard grade or "W" during one or more of the enrollments in such a course.

(2) Notwithstanding subdivisions (b) and (c) of this section, a district may claim state apportionment for the attendance of students in active participatory credit courses that are related in content, in physical education, visual arts, or performing arts, as provided in section 55040(c), for no more than four times for semester courses or six times for

quarter courses. This limitation applies even if a student receives a substandard grade or “W” during one or more of the enrollments in such a course.

(e) Notwithstanding subdivisions (b), (c), (d) and (e) of this section, a district may claim state apportionment for one additional enrollment if all other requirements of this division are met and only in the following circumstances:

(1) The attendance of a student for an enrollment in a credit course resulting in that student's repetition of the credit course because the district determines pursuant to section 55043 that there has been a significant lapse of time of no less than 36 months since the student previously successfully completed the course, unless an exception to the 36 month requirement applies.

(2) The attendance of a student for an enrollment in a credit course which is a repetition of the credit course pursuant to section 55045 due to extenuating circumstances, if such credit course is not designated as repeatable pursuant to section 55041.

(f) Notwithstanding subdivisions (b), (c) and (d) of this section, a district may claim state apportionment for the attendance of students in credit courses for enrollments in the credit courses without limitation if all other requirements of this division are met and in the following circumstances:

(1) The attendance of a student in legally mandated training as provided in section 55040(b)(8).

(2) The attendance of a student with a disability may be claimed for state apportionment for each enrollment by that student in a credit special class as a disability-related accommodation which is justified by one of the circumstances described in section 56029.

(3) Except for active participatory courses in physical education, visual arts, or performing arts, the attendance of a student for each enrollment in a portion of a variable unit open entry/open exit credit course, that is necessary for the student to complete one time the entire curriculum of the course as described in the course outline of record, may be counted for state apportionment only to the extent that repetition of such courses is permitted pursuant to section 55044.

(4) The attendance of a student for each enrollment in a cooperative work experience course pursuant to section 55253.

(5) The attendance of a student withdrawing as a result of extraordinary conditions pursuant to section 55024(a)(10).

(6) The attendance of a student receiving a military withdrawal (“MW”) pursuant to section 55024(d)(1).

(7) The attendance of a student withdrawing as a result of discriminatory treatment pursuant to section 55024(a)(8).

(8) The attendance of a student in a course as a result of a change in industry or licensure standards such that repetition of the course is necessary for employment or licensure as set forth in section 55040(b)(9).

(g) To the extent permitted by article 4 of subchapter 1 of chapter 6, a district may permit enrollment in credit courses beyond the limits set forth in this section, but such additional enrollments may not be claimed for state apportionment.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code.

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION

Chapter 4
Academic Affairs

AR 4232 Pass/No Pass

Reference(s):

Title 5 Section 55022

Courses may be offered in either or both of the following categories:

- Courses in which all students are evaluated on a "pass-no pass" basis.
- Courses in which each student may elect on registration, or within the first 30% of the class's scheduled duration, to take the course on a "pass-no pass" basis.

A student electing to be evaluated on the "pass-no pass" basis will receive both course credit and unit credit upon satisfactory completion of the course. In computing a student's grade-point average, grades of "pass-no pass" are omitted.

A pass grade is granted for performance that is equivalent to the letter grade of "C" or better. A student who fails to perform satisfactorily will be assigned a "no pass" grade.

The student is held responsible for all assignments and examinations required in the course. The standards of evaluation are identical for all students in the course.

The following guidelines apply to courses taken for pass-no pass as designated by each College Catalog:

- Courses in the student's major field may not be taken under the Pass/No Pass policy, except as designated for major courses for associate degrees for transfer, courses for which Pass/No Pass is the only grading option, and units earned through credit by examination or assessment.
- Honors courses cannot be taken for Pass/No Pass.
- ~~Courses that meet major requirements must be taken for a letter grade. Also, Pass/No Pass grades could have a negative effect on scholarships and international students. In addition, students who plan to pursue graduate or professional studies later are advised to be selective in opting for courses on a Pass/No Pass basis~~

Every university has a limitation on the number of courses/units that can be taken for Pass/No Pass and applied to graduation and may require General Education taken Pass/No Pass to be retaken for a letter grade. Universities sometimes prefer that students have letter grades in English, mathematics, speech, and critical thinking courses. Courses that meet major requirements at a university (other than major requirements for ADT's) typically must be taken for a letter grade. Also, Pass/No Pass grades could have a negative effect on scholarships and international students. In addition, students who plan to pursue graduate or professional studies later are advised to be selective in opting for courses on a Pass/No Pass basis. If the student is unclear about requirements, it is best to consult with a counselor before using the

Pass/No Pass option.

- Except as in item number one above, a maximum of 6 Pass/No Pass units may be carried during any one semester.
- A maximum of ~~12~~ 14 Pass/No Pass units is allowed for any degree program. This does not include units taken under credit by examination or assessment, or units earned in courses for which Pass/No Pass is the only grading option.
- ~~Pass/No Pass petitions are available at the Admissions and Records Offices. The Pass/No Pass petition must be signed by a counselor and be submitted between the first and fifth week of the fall and spring terms (for full semester classes) or by the first thirty percent (30%) of the class meeting dates (for short term classes), whichever is less.~~

Pass/No Pass petitions are available at the Admissions and Records Office of the college, and must be submitted between the first and fifth week of the fall and spring terms or thirty percent (30%) of the class meeting dates/term, whichever is less. Pass/No Pass status cannot be changed back to a letter grade.

- ~~Pass/No Pass status cannot be changed back to a letter grade after the deadline has passed.~~
- Pass indicates a "C" or better.
- ~~Pass/No Pass grades are accepted for certification in all areas. However, letter grades may be recommended or required for specific courses in a given major. Each CSU campus may also limit the total number of units graded Pass.~~
- For a certificate a Pass/No Pass course is acceptable if it is required for the certificate and (a) offered on a Pass/No Pass basis only or (b) if the Pass/No Pass is earned on the basis of credit by examination.
- ~~For Associate Degrees, units earned at a regionally accredited college or university on a Pass/ No Pass basis will be counted toward the degree requirements of the college, to a maximum of 15 units.~~
- ~~Every university has a limitation on the number of courses/units that can be taken for Pass/No Pass and applied to graduation and may require General Education taken Pass/No Pass to be retaken for a letter grade.~~

Adopted: September 17, 2018

academic deans, and other resource members from articulation, **matriculation**, and **catalog/schedule coordinator**.

The committee meets on the 2nd and 4th Mondays during the fall and spring semesters to review curriculum proposals and recommend adoption of new courses and changes to existing courses to the Board of Trustees. Updated calendars which show the dates for development and submission of new and revised course and program proposals can be found on the C&I council website.

This handbook was designed to assist faculty in the preparation of all proposals and includes information on utilizing CurricUNET META, SAC's curriculum workflow approval system. However, the Committee Chair, division representatives, Academic Deans are also available to assist you with the preparation of a proposal.

ROLES AND RESPONSIBILITIES:

Faculty Originator

- Researches and coordinates the development of all information and drafts all documentation.
- Adheres to all processes and deadlines including those set by the Curriculum Council calendar, the department and the Division Dean.
- Follows submitted proposal throughout the approval process on CurricUNET META. Make changes as they are recommended **by the Tech Review Committee and or CiC**.
- Counsels with appropriate support personnel if assistance is required with the development of required documents (i.e., Articulation Officer, Work Experience Coordinator, Director of Distance Education etc.)
- Originators should plan to attend and present their curriculum at the council meeting when it is up for approval.

Department Chair

Facilitates the curriculum development process in the following way:

- Review all curriculum proposals from department faculty. Provide suggestions for revisions in CurricUNET META.
- Act as an advisory resource to faculty proposing modified or new curriculum.
- **In consultation with the Dean, consider fiscal impact on new and modified curriculum on department resources, scheduling, and student needs.**
- **Act as an informational liaison between the C&I council and department faculty as well as an advocate for revised and new curriculum.**

Division Curriculum Secretary

Division Curriculum Representative

- Assists faculty within their division with curriculum proposals and represents the division in curriculum and policy matters.
- Assure that division faculty are aware of the curriculum master calendar
- Distribute curriculum materials to appropriate division members.
- Maintain communication with division regarding curriculum information and any changes in processes.
- Work with faculty originators to share proposals early and continuously throughout the development process.
- Review proposals of division and make suggestions for revisions and confirm that corrections are made as needed
- Work with faculty originators to address the following areas:
 - Title 5 (section 55002- Standards and Criteria for Courses) have been considered and the course meets one or more of the college's mission statements.
 - The description, course objectives, and outline are properly written and integrated.
 - All screens have been completed in CurricUNET META.
- Thoroughly review all proposals on the agenda for the Curriculum Committee prior to the meeting.
- Read all distributed materials in advance and try to raise questions and resolve problems with the originators before proposals come to the committee meeting for approval.
- Be alert to how proposals from other departments or general policy proposals may have an impact on curriculum or offerings within the division.
- Encourage originators to be present at council meetings when their proposals are being presented for review.

Academic Dean

Facilitates the curriculum development process in the following way:

- Review and provide feedback of curriculum proposals using CurricUNET META. Post recommendations at the appropriate stages in the process.
- Verify that appropriate TOP codes and SAM codes have been assigned to the proposed curriculum
- In consultation with the Department Chair, consider fiscal impact of new and modified curriculum on department resources, scheduling, and student needs.

- Act as an informational liaison between the C&I council and department faculty as well as an advocate for revised and new curriculum.

Curriculum ~~Assistant~~ Specialists

- Assist faculty with ~~the use of CurricUNET META~~ course and program curriculum development throughout the approval process.
- Provide administrative and technical expertise for college curriculum while adhering to established policies and procedures.
- Troubleshoot the CurricUNET META system to ensure efficient processing of curriculum proposals
- Organize and maintain curriculum records
- Work closely with the C&I chair to prepare documents which include agendas and minutes
- Collaborate with catalog and schedule coordinator (who is that person) to ensure accuracy and consistency of curricular information
- Compile and maintain curriculum information in the student information management system.
- Maintain curriculum management system and State Inventory
- Act as a liaison for MIS reporting to the State Chancellor's Office
- In collaboration with the Articulation Officer, advises faculty on policies and procedures pertaining to RSCCD BP and AR, PCAH, Title 5, and Ed Code.

Chair of C&I Council

The Chair of the Curriculum and Instruction Council has two principle roles:

1. To preside over committee meetings
2. To facilitate curriculum planning and academic policy making which are in the best interests of the college community.

Other responsibilities of the C&I Chair include the following:

- work closely with the Curriculum ~~Assistant~~ Specialists in structuring agendas, reviewing minutes and implementing committee recommendations and decisions.
- set the calendar of committee meetings
- keep informed of curriculum standards including Title 5, the Curriculum Standard Handbook, intersegmental, and accreditation
- supervise the orientation of new members and on-going training of continuing member
- assist discipline faculty in the curriculum development process (usually with faculty curriculum committee member from that division)
- assure that committee functions take place smoothly: technical review, prerequisite review, distance education review, general education review, library sign-off, and articulation. *If issues remain to be resolved following*

technical review, the Chair may facilitate dialogue between the C&I division reps and appropriate department members and dean.

- **serve on the Senate Executive Committee**
- report regularly to the academic senate
- sign off on final version of curriculum **and policy change** recommendations to the Board
- sign off on IGETC and CSU-GE Breadth submittal forms
- **sign off on yearly “Annual Curriculum Certification Form” indicating that to the best of our knowledge, Santa Ana college curriculum development processes follow all appropriate codes and regulations.**
- review catalog drafts for concurrence with approved **(What type of changes?)** changes

Vice President of Instruction (CIO)

Facilitates the curriculum development process in the following way:

- **Serve as a creative catalyst in curriculum development, providing ideas from peers, conferences, and other resources.**
- **Review needs assessment and proposed curriculum to ensure its compliance with the discipline/department plan and mission of the college and assess its impact on other offerings.**
- **Consider fiscal impact on new and modified curriculum.**
- Communicate about proposed curriculum additions/changes with the College President and act as an informational liaison between the C&I council and administration as well as an advocate for revised and new curriculum.

SAC CIC Technical Review Committee

The CIC Technical Review Committee meets one week prior to each scheduled Curriculum and Instruction Council (CIC) meeting.

1. To ascertain that all policy, program and course proposals being proposed for the council agenda are complete.
2. To insure accuracy and proper formatting of information entered by the discipline experts.
3. To determine which proposals will be placed on the agendas (Consent, Discussion or Action).
 - a. Consent items are non-substantial changes which **do not require council voting**, such as minor syntax/punctuation for clarifications, course content, Student Learning Outcomes, Program Learning Outcomes, etc.
 - b. Discussion items are set to be reviewed by the council for a 1st reading, such as revisions made to prerequisite/corequisite/recommended preparation, units, hours, or new curriculum proposals. Previously