



MEMORANDUM

December 20, 2023

Memo# ESS 23-49 | Via Email

TO: Chief Executive Officers
Chief Instructional Officers
Chief Student Services Officers
Academic Senate for the California Community Colleges
Regional Consortia Chairs
CTE Deans

FROM: John Stankas, Vice Chancellor,
Equitable Student Learning, Experience & Impact

RE: Work Experience Education Regulations Clarification Regarding Repeatability

This memorandum is to respond to inquiries from California Community Colleges stakeholders regarding whether course repeatability for work experience education is permitted. For the reasons explained below, the updated regulations passed by the Board of Governors on July 25, 2022, indicate an intention to continue to allow work experience education course repetition.

Section 55253, of title 5, which was recently amended by the Board, describes attendance accounting requirements for work experience education and allows that “student(s) may repeat a work experience education course subject to section 55040.” (5 Cal. Code Regs. § 55253, subd. (c).) Before the Board’s recent amendments, former section 55040 pointed back to section 55253 as authority for the repeatability of work experience education courses. This circularity was confusing, and unnecessary, and for that reason was eliminated. This revision was not intended to call repeatability of work experience education into question. We view the Board’s promulgation of section 55253’s reference to repeatability as “subject to section 55040” as an acknowledgement that the repeatability of a work experience education course is subject to a governing board’s repeatability policies as described in new section 55040.

Other sections of title 5 also indicate the Board’s intention to allow repeatability of work-experience education. Section 55041 appears to limit the availability of repeatability to courses that are necessary to meet a UC or CSU major requirement, intercollegiate athletics courses, and intercollegiate academic or vocational competition. (5 Cal. Code Regs. § 55041, subd. (a).) However, this section also contains a cross-reference to section

58161, which authorizes districts to claim apportionment “without limitation” for students “enrolled in work-experience education.” (5 Cal. Code Regs. § 58161, subd. (f)(4).)

Taken together, work experience education is repeatable as dictated by local district policy.

Regulation

§ 55253. College Credit, Attendance Accounting, Course Repetition.

(a) Units of credit for work experience education shall be calculated as follows:

(1) work experience education offered as a credit course: one semester unit of credit will be awarded for every 54 hours of work experience, or one quarter unit for every 33 hours of work experience, or the equivalent locally determined minimum threshold for awarding one unit of credit as codified in local board policy or procedure. Units of credit may be awarded in increments of .5 units; and

(2) work experience education integrated as a component of a course: units of credit will follow standards for credit hour calculations in section 55002.5 for all activity, lab, or other instructional course components. Units of credit for the work experience component shall be calculated according to the formula in subparagraph (1).

(b) Work experience education courses apply the attendance accounting procedure described in subdivision (f), of section 58003.1, in calculating FTES.

(c) A maximum of fourteen semester credit hours or twenty-one quarter credit hours may be earned during one enrollment period in work experience education. *Students may repeat a work experience education course subject to section 55040.*

CC : Dr. Aisha Lowe, Executive Vice Chancellor, Equitable Student Learning, Experience & Impact
Dr. Lizette Navarette, Executive Vice Chancellor, Institutional Supports and Success
Rebecca Ruan-O'Shaughnessy, Vice Chancellor, Educational Services and Support