



Policy

4225 Course Repetition

Students may repeat courses in which substandard grades (less than “C,” and including “W”) were earned. The Board has determined reasonable limitations on course repetition as described in AP 4225 titled Course Repetition.

When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.

Under special circumstances, students may repeat courses in which a C or better grade was earned. The special circumstances are defined in administrative procedures.

References:

Title 5 Sections [55040](#), [55041](#), [55042](#), [55044](#), and [58161](#)

Adopted: July 11, 2018

Last Reviewed: July 11, 2018

Administrative Procedure

4225 Course Repetition

Students may petition for approval to repeat up to a total of four courses in the following:

- 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.

Students may enroll in activity courses in physical education, visual arts, or performing arts. Such courses may not be repeated for more than four semesters. 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 due to extenuating circumstances.

When a student repeats a course designated as repeatable to alleviate substandard academic work (a "D," "F," "W," "NP," or "NC"), the previous grade and credit shall be disregarded in the computation of grade point averages. No more than two substandard grades may be alleviated.

Courses that are repeated shall be recorded on the student's permanent academic record using an appropriate symbol.

Annotating the permanent academic record shall be done in a manner that all work remains legible, insuring a true and complete academic history.

Nothing can conflict with Education Code Section [76224](#) pertaining to the finality of grades assigned by instructors, or with Title 5 or District procedures relating to retention and destruction of records.

If the District is claiming apportionment under Title 5 Section [58161](#), students may petition for approval to repeat up to a total of four courses designated as repeatable, including courses in which substandard grades (less than "C," and including "W," "NP," or "NC") were awarded in one or more enrollments. If the student is repeating the course to alleviate substandard academic work, the District may disregard the first two substandard grades if the student repeats the class two or more times. Students may also petition for approval to repeat up to a total of four active participatory credit courses that are related in content, in physical education, visual arts, or performing arts, including courses in which substandard grades (less than "C," and including "FW," "NP," or "NC") were awarded in one or more enrollments.

Circumstances under which a student may petition to repeat a course include:

- Requirements to repeat courses after a significant amount of time, no less than 36 months and there is a recency requirement, which a student will not be able to satisfy without repeating the course.
- An institute of higher learning established a recency requirement, which the student will not be able to satisfy without repeating the course. A student may petition for repetition if less than 36

1 months have elapsed and the student provides documentation that the repetition is necessary
2 for transfer.

- 3
- 4 • Title 5 allows a student to repeat a course outside of the District. Provisions are in place for
5 repeating a course taken at another accredited college or university for which substandard
6 academic performance is recorded.
- 7
- 8 • Circumstances under which students may repeat courses in which a C or better grade was earned.
9 Such course repetition requires a finding that extenuating or extraordinary circumstances exist
10 which justify such repetition. Extraordinary circumstances are those which would justify the
11 District providing the student a refund. Extenuating circumstances are verified cases of accidents,
12 illness, or other circumstances beyond the control of the student. Grades awarded for courses
13 repeated under these provisions shall be included when calculating a student's grade point
14 average.
- 15

16 Students may not enroll in a course more than three times, except in limited circumstances, described
17 below. Enrollments include any combination of withdrawals and repetitions.

- 18
- 19 • Students may repeat a cooperative work experience course pursuant to District policy any number
20 of times as long as they do not exceed the limits on the number of units of cooperative work
21 experience set forth in Title 5 Section [55253\(a\)](#).
- 22
- 23 • Students with disabilities can repeat a special class for students with disabilities any number of
24 times when an individualized determination verifies that such repetition is required as a disability-
25 related accommodation for the student for one of the reasons specified in Title 5 Section [56029](#).
26 The District will disregard previous grades in computing the student's GPA each time the course
27 is repeated.
- 28
- 29 • Students may repeat a course any number of times where it is required for a student to meet a
30 legally mandated training requirement as a condition of continued paid or volunteer employment,
31 regardless of whether the student recorded substandard work.
- 32
- 33 • Students may petition to repeat a course needed for employment or licensing because of a
34 significant change in the industry or licensure standards.
- 35

36 **References:**

37 Education Code Section [76224](#); Title 5 Sections [55040](#), [55041](#), [55042](#), [55043](#), [55253](#), [56029](#), and [58161](#);
38 [California Community College Chancellor's Office Credit Course Repetition Guidelines](#)

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40 **Procedure Last Revised:** July 11, 2018

41 **Last Reviewed:** July 11, 2018