Non- Repeatable Courses (Substandard Grades)

Students may repeat any non-repeatable course taken at College of Marin for which a substandard grade of “D,” “F,” “FW,” “NP,” or “NC” symbol has been recorded two times. Upon completion of a repeated course, only the most recent grade earned will be computed in the cumulative grade point average or non-progress grades (NPG) percentage.

After three substandard grades or three “W” symbols, or a combination thereof for a total of three in the course, students may petition to repeat a course for the fourth enrollment provided there is verifiable documentation that extenuating circumstances occurred which justify an additional repetition. Grades awarded in the same course will count in computing the student’s cumulative grade point average or NPG percentage.

- If approved, the student must wait one week after the start of new and returning student registration to register for the course.

- Courses granted Academic Renewal will not be included for course repetition limits. (See Academic Renewal Policy for specific requirements.)

- Equivalent coursework completed at other accredited colleges and universities may be accepted when approved by the appropriate department chair and the student has successfully completed 12 units at College of Marin.

Non-repeatable courses (Absent Substandard Grades)

The following are circumstances under which students may repeat courses in which a “C” or better grade was earned: (Such course repetition requires a finding that circumstances exist which justify such repetition.)

1. Students may petition to repeat a course in which a “C” or better was earned after 2 or more years have elapsed since successfully completing the course provided there are compelling circumstances which warrant such a repetition. Grades awarded for courses repeated under these provisions shall not be counted in calculating a student’s grade point average.

   - If approved, the student must wait one week after the start of new and returning student registration to register for the course.

2. Mandated Training: 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 paid employment. Students can repeat such
courses any number of times, even if they received a grade of C or better, however, grade received by the student each time will be included in calculations of the student’s grade point average or NPG percentage.

Admissions and Records will maintain a list of courses that meet a legally mandated training requirement and such course may be identified on the course outline.

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

Repeatable Course:

1. **Activity Courses**: Students may repeat courses that have been designated as activity courses and where it is found that the course content differs each time it is offered to enhance the skills and proficiencies of the student. Activity courses are defined as career-technical courses where the content differs each time the course is offered but the primary educational activity remains the same. Examples of activity courses include physical education and courses in music, fine arts, theater, and dance. Absent substandard academic work, courses may not be repeated for more than three semesters including summers and inter-sessions. Consult the catalog to determine which courses are designated as repeatable. Prior approval is not required.

2. **Courses for Students with Disabilities**: 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.

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

Office of Primary Responsibility: Vice President of Student Learning

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**Date Approved**: December 9, 2008
(Replaces portions of College of Marin Procedure 4.0003 DP.10)

**Date Revised**: March 17, 2009