AP 4225  COURSE REPETITION

References:
Education Code Section 76224;
Title 5 Sections 55024, 55040-55045, and 58161

Non- Repeatable Courses (Substandard Grades)
A student who receives a substandard grade of “D,” “F,” "FW,” “NP,” or “NC” on the first attempt of a non-repeatable course taken at College of Marin, may repeat that course two one more times without a petition in an effort to successfully complete the course with a passing grade.

- Upon successful completion of a repeated course, the student may petition the College Petition Committee to have the substandard grade excluded in computing most recent grade earned will be computed in the cumulative grade point average or non-progress grades (NPG) percentage. (Refer to Course Lineout Policy for procedure.

After receiving three two substandard grades in the course, a student may petition the College Petitions Committee to repeat a course for the fourth third enrollment, provided the student there is verifiable documentation that extenuating circumstances occurred which justify an additional repetition. For the petition to be approved, the student is required to meet with a counselor to complete the petition. Upon successfully completion of a repeated course, the most accent grade earned will be computed in the cumulative grade point average or NPG percentage.

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

- Upon successful completion of the repeated course, the student may petition the College Petition Committee to have the two previous
Substandard grades excluded in computing most recent grade earned will be computed in the cumulative grade point average or non-progression grades (NPG) percentage. (Refer to Course Lineout Policy for procedure.)

Courses granted Academic Renewal will not be included for course repetition limits. (See BP/AP 4240 titled Academic Renewal 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.

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

Non-Repeatable Courses (Withdrawal “W” Symbol)

Students who have received the “W” symbol after withdrawing from a course may re-enroll in the course without petition. After receiving three two “W” symbols in a given course, a student may petition once to re-enroll in the College Petitions Committee to repeat the course for a third enrollment providing verifiable documentation that extenuating circumstances occurred. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student. The student is required to meet with a counselor to complete the petition and all supporting documents must be attached to the petition at the time of submission.

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

After the last day of the fourteenth week (or 75 percent of the term, whichever is less) upon petition of the student or his/her representative and after consultation with the appropriate faculty, the Chief Instructional Officer or designee may approve an additional withdrawal based on extenuating circumstances outlined in the petition.

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

Non-Repeatable Courses (Absent Substandard Grades)

Under the following 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. **A Significant Lapse of Time**: Students may petition the College Petition Committee to repeat a course in which a "C" or better was earned based on one of the following circumstances: after 2 or more years have elapsed since successfully completing the course, providing there are compelling circumstances as listed on the petition which warrants such a repeat.
Grades awarded for courses repeated under these provisions shall not be counted in calculating a student’s grade point average.

(a) Two or more years have elapsed since successfully completing the course.

(b) Another institution of higher education to which the student seeks to transfer has established recency requirements which the student will not be able to satisfy without repeating the course.

(c) A recency prerequisite for a course or program has been established which the student will not be able to satisfy without repeating the course.

Under these provisions with an approved petition:

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

• Students petitioning to repeat for either (a) or (c) above are only allowed to repeat the course one time.

• Grades awarded for courses repeated under these provisions shall not be counted in calculating a student’s grade point average.

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, the 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.

Repeateable 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 intersessions: to a maximum of four enrollments. Activity courses as listed above may not be repeated under the significant lapse of time provisions. 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

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

**Date Revised:** February 19, 2009

Note: This is the revised language approved by the Academic Senate President for inclusion in the catalogue. All highlights and underlining have been removed. Please see AP 4225 Revised 7/6/09 to identify new and struck language. The language in purple ink was added by ASC.