MARIN COMMUNITY COLLEGE DISTRICT

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 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 Petitions Committee to have the substandard grade excluded in computing the cumulative grade point average or non-progress grades (NPG) percentage. (Refer to Course Lineout Policy for procedure.)

After receiving two substandard grades in the course, a student may petition the College Petitions Committee to repeat a course for the third enrollment. For the petition to be approved, the student is required to meet with a counselor to complete the petition.

- 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 the cumulative grade point average or non-progress 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.)

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 two “W” symbols in a given course, a student may petition 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 approved petition, the student must wait one week after the start of new and returning student registration to register for the course.
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, students may repeat courses in which a “C” or better grade was earned:

1. **A Significant Lapse of Time:** Students may petition the College Petition Committee to repeat a course based on one of the following circumstances:
   
   (a) Two or more years have elapsed since successfully completing the course.
   
   (b) Another institution of higher education to which the students 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:

- Students 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 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.

**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 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  
*Replaced portions of College of Marin Procedure 4.0003 DP.10*

**Date Revised:** February 19, 2009

**Date Revised:** May 24, 2010