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4 COURSE REPETITION

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7 **A. Repetition to Improve Substandard Grade**

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9 1. A student who earns a grade of D, F, or NP in a course may repeat that course two
10 times. The units earned in such course will be counted only once toward the degree
11 or certificate. This will apply whether the course was repeated at one of the
12 colleges in the district or at another accredited college or university. The most
13 recent grade will be counted in the student's grade point average.
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15 2. The new grade shall be annotated in the student's permanent record in such a way
16 that all work attempted, once entered on the record, remains legible and reflects the
17 student's true and complete academic record.
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19 **B. Repetition/Special Circumstances**

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22 Under special circumstances, students may repeat courses in which a C or better grade was
23 earned.
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25 Students are allowed to repeat a course without petition when repetition is necessary to enable
26 that student to meet a legally mandated training requirement as a condition of volunteer or paid
27 employment. Students can repeat such courses any number of times, even if they received a
28 grade of C or better; however, the grade received by the student each time will be included in
29 calculations of the student's grade point average.
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31 Students with disabilities can repeat a special class for students with disabilities any number of
32 times when an individualized determination verifies that such repetition is required as a disability-
33 related accommodation.
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35 **C. Activity-Based Courses**

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37 Certain activity-based courses may be repeated when the faculty has determined that the
38 student is best able to achieve the objectives of the course through repetition. If a course
39 number includes the notation x2, x3, or x4, then the course may be taken 2, 3, or 4 times. In
40 accordance with Title 5, Section 55763 (c), students may also repeat courses that are
41 necessary to meet a legally mandated training requirement as a condition of continued paid
42 or volunteer employment. Students can repeat such courses any number of times, even if
43 they received a grade of C or better, however, the grade received by the student each time
44 will be included in calculations of the student's grade point average.

45 Students are allowed to repeat a cooperative work experience course if a college only offers
46 one course in cooperative work experience. Where only one work experience course is
47 offered, students may be permitted to repeat this course any number of times as long as
48 they do not exceed the limits on the number of units of cooperative work experience set forth
49 in Title 5 Section 55253(a).
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51 Students may repeat courses that have been designated as activity courses and where it is
52 found that the course content differs each time it is offered to enhance the skills and
53 proficiencies of the student. Activity courses where the content differs each time the course
54 is offered but the primary educational activity remains the same. Examples of such activity
55 courses include physical education and courses in music, art, theater and dance. Absent
56 substandard academic work courses may not be repeated for more than three semesters or
57 five quarters including summers and intersessions.
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59 **D. Transfer Credit**

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In determining transfers of a student's credit, similar prior course repetition actions by other accredited colleges and universities may be honored.

The Records Office shall keep records of all actions taken under course repetition procedures.

Reference:
Title 5 Sections 55040-55043, 55253

Approved: February 12, 2009