

Academic Affairs

Due for review as part of the regular review cycle. Formatting updated. Compared to CCLC model policy.
This procedure is legally required. There have been multiple updates since this was last reviewed and revised so I have included the model CCLC for comparison for reviewers. Mici 1-31-2023
No revisions noted by 3-15-2023. Moved forward as per review process procedure. Jonathan/Student Learning and Success and Jon H./Enrollment 1-31-2023
To Academic Senate 3-16-2023

AP 4225 COURSE REPETITION – NON REPEATABLE COURSES**References:**

Education Code Section 76224;
Title 5 Sections 55024, 55040-5504~~35~~, 55253, 56029, 58161, ~~58508~~ and 58509

Non-Repeatable Courses (Substandard Grades or the “W” Symbol)

Students are allowed a maximum of three enrollments in a non-repeatable course in which the final grade has resulted in either a substandard grade of below a “C”, “NP,” or “NC” or the “W” symbol as outlined below:

1. A student who receives a substandard grade or the “W” symbol on the first attempt of a non-repeatable course taken at College of Marin, may enroll in that course one more time without a petition in an effort to successfully complete the course with a passing grade.
2. After receiving any combination of two substandard grades or the “W” symbol in the course, a student may submit a petition to the Office of Enrollment Services to enroll in the course for a third enrollment providing there is verifiable documentation that extenuating circumstances occurred. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.
3. For the petition to be reviewed, the student is required to meet with a counselor to complete the petition.
4. All supporting verifiable documents must be attached to the petition at the time of submission to the Office of Enrollment Services.
5. With an approved petition, the student must wait one week after the start of new and returning student registration to register for the course.

When a student repeats a class to alleviate substandard academic work, only the first two substandard grades and units shall be disregarded in the computation of the cumulative grade point average (GPA).

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

Students may also petition to repeat under the following circumstances:

- **Legally Mandated Training**

Students may repeat a course any number of times where it is required for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment, regardless of whether the student recorded substandard work.

- **Significant Change in Industry or Licensure Standards**

Students may petition to repeat a course needed for employment or licensing because of a significant change in the industry or licensure standards. Students may take these courses any number of times.

- **Extenuating Circumstances and Extraordinary Conditions (Title 5 Sections 55045 and 58509)**

Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student.

Extraordinary conditions are those which would justify the District providing the student a refund.

- **Cooperative Work Experience (general work experience and occupational work experience) – Students may repeat a cooperative work experience course pursuant to District policy any number of times as long as they do not exceed the limits on the number of units of cooperative work experience set forth in Title 5 Section 55253(a). Also see AP 4227 titled Repeatable Courses.**

- **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 for the student for one of the reasons specified in Title 5 Section 56029. Also see AP 4227 titled Repeatable Courses.**

- **Due to Significant Lapse of Time - See AP 4228 titled Course Repetition – Significant Lapse of Time**
Circumstances under which the student may repeat courses in which a “C” or better grade was earned. Such course repetition requires a finding that extenuating or extraordinary circumstances exist which justify such repetition.

With an approved petition, the student must wait one week after the start of returning student registration to register for the course. Grades and Non-Progress (NPG) percentages awarded for courses repeated under these provisions are included when calculating a student’s GPA grade point average.

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.

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

Office of Primary Responsibility: ~~Vice President of~~ Student Learning and Success

Date Approved: December 9, 2008

Dates Reviewed/Revised: February 19, 2009; June 22, 2010; June 28, 2011; February 18, 2014; July 21, 2015

Date Revised: