

Academic Affairs

This legally advised procedure was reviewed as part of the regular review cycle. Compared to the CCLC model procedure, with last legal update in 2017. Please make sure this is reviewed in conjunction with *AP 4230 Grading and Academic Record Symbols*, currently under review by the Academic Senate, to ensure uniformity. This is a 10+1. Mici 3-10-2023

Approved without changes. Jonathan/SLS and Jon H./Enrollment 3-10-2023

To Academic Senate 3-27-2023

AP 4228 COURSE REPETITION – SIGNIFICANT LAPSE OF TIME**Reference:**

Title 5 Section 55040, 55043, and 55045

Students may be permitted or required to repeat courses in which a “C” or higher grade, “CR or P” was earned where there was a significant lapse of time of not less than 36 months since the grade was earned and either:

1. A recency prerequisite for a course or program has been established which the student cannot satisfy without repeating the course; or
2. An institution of higher education to which a student seeks to transfer has established a recency requirement that the student cannot satisfy without repeating the course. When course repetition is necessary for transfer to an institution of higher education, the student may be allowed to repeat the course where less than three years have elapsed.

Under these provisions:

- With an approved petition, students must wait one week after the start of returning student registration to register for the course.
- Students requesting to repeat for number 1 above must submit verifiable documentation with the petition.
- Students requesting to repeat for number 2 above, are only allowed one repeat for each course and all verifiable documentation from the transfer institution must be attached to the petition at the time of submission to the Office of Enrollment Services.
- When a course is repeated due to a significant lapse of time, the previous grade and units will be disregarded and the current grade will be used when computing a student’s cumulative grade point average (GPA).
- Students receiving a substandard grade (grades below “C,” “FW,” “NC,” and “NP,” or the “W” symbol) in the repeated course may not petition to alleviate the substandard grade under Course Repetition-Non Repeatable Courses (AP 4225).

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: ~~Office of~~ Student Learning and Success

Date Approved: June 28, 2011

Reviewed/Revised: June 19, 2012; December 11, 2012; April 16, 2013; February 18, 2014; July 21, 2015

Reviewed/Revised: