
**Kern Community College District
Administrative Procedure
Chapter 4 – Academic Affairs**

AP 4225 **Course Repetition**

References:

Education Code Section 76224;
Title 5 Sections 55040, 55041, 55042, 55043, 55253, 56029, and 58161

Note: This procedure is legally required.

~~Only the following types of courses are designated as repeatable~~ Students may petition for approval to repeat up to a total of 4 courses in the following courses:

- Courses for which repetition is necessary to meet the major requirements of California State University (CSU) or University of California (UC) for completion of a bachelor's degree;
- Intercollegiate athletics course; and
- Intercollegiate academic or vocational competition courses. Such courses may be repeated no more than four times for semester courses.

Students may enroll in activity courses in Physical Education, Visual Arts, or Performing Arts. Such courses may not be repeated for more than four semesters. This limit applies even if

the student receives an unsatisfactory grade or "W" during one or more enrollments, or if a student petitions for repetition due to extenuating circumstances.

Repetition to Alleviate Unsatisfactory Coursework in Non-repeatable Courses:

When a student repeats a course designated as repeatable to alleviate unsatisfactory academic work ("D," "F," "~~FW~~," "NP," or "NC"), the previous grade and credit shall be disregarded in the computation of grade point averages. No more than two unsatisfactory grades may be alleviated.

When a student with a disability repeats a class, the previous grade and credit shall be disregarded in the computation of grade point averages.

Courses that are repeated shall be recorded on the student's permanent academic record using an appropriate symbol. ~~When course repetition occurs, the student's permanent academic record shall be annotated in such a manner to ensure a true~~

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

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.

If the District is claiming apportionment under Title 5 Section 58161, students may petition for approval to register for up to a total of four (4) semester courses designated as repeatable, including courses in which ~~unsatisfactory~~ substandard grades (less than "C," and including "FW," "NP," or "NC") were awarded in one or more enrollments. If the student is repeating the course to alleviate substandard academic work, the respective colleges may disregard the first two (2) ~~unsatisfactory~~ substandard grades if the student repeats the class two or more times. Students may also petition for approval to repeat up to a total of four (4) ~~to register in~~ active participatory credit courses that are related in content, in Physical Education, Visual Arts, and/or Performing Arts, including courses in which ~~unsatisfactory~~ substandard (less than "C," and including "NP" or "NC") grades were awarded in one or more enrollments.

Each college must provide the following information to students regarding petitioning for approval:

- A list of the specific courses or categories of courses, if any, which are exempt from course repetition;
- Requirements to repeat courses after a significant amount of time (36 months) or the District has established a recency prerequisite; Repetition is permitted even when less than 36 months has elapsed if the student provides documentation that repetition is necessary for transfer to another institution of higher education;
- Provisions for repeating a course taken at another accredited college or university for which ~~unsatisfactory~~ substandard academic performance is recorded; and
- Circumstances under which students may repeat courses in which a "C" or better grade was earned. Such ~~c~~Course repetition requires a finding ~~verification~~ that extenuating, emergency, or extraordinary circumstances exist which justify such repetition. ~~Extraordinary circumstances~~ Emergency conditions or extraordinary conditions are those meeting the requirements of Title 5 Section 58146 subdivision (b), ~~which would justify the College providing the student refund.~~ Extenuating circumstances include ~~are~~ verified cases of accidents, illness, or other circumstances beyond the control of the student. Grades awarded for courses repeated under these provisions may be included when calculating a student's grade point average.
- Limits on the n ~~Number of Course Repetitions:~~

- Students may not enroll in a course more than ~~four (4)~~three times, except in limited circumstances described below. Enrollments include any combination of withdrawals and repetitions.
- *Students may enroll in work-experience education.*
- Pursuant to District policy, students may repeat a cooperative work experience course up to the limit on the number of units of cooperative work experience units set forth in Title 5 Section 55253 *subdivision* (a).
- Students with disabilities ~~can~~may repeat *a special class*~~courses specifically designed~~ for students with disabilities any unlimited number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for the student in accordance with guidance specified in Title 5 Section 56029. The ~~District~~previous grade and credit will be disregarded *previous grades* in computing the student's grade point average (GPA) *each time the course is repeated.*
- Students may repeat a course any unlimited number of times to meet a legally mandated training requirement as a condition of continued paid or volunteer employment regardless of *whether the student recorded substandard work.*~~the student's previously earned grade.~~
- Students may petition to repeat a course needed for employment or licensing due to a significant change in the industry or licensure standards. Students may repeat these courses any number of times subject to *appropriate documentation**certification that the course is needed because of a significant change in the industry or licensure standards.*