

## COURSE REPETITION AND REPEATABLE COURSES

### Credit Courses

A student may repeat the same credit courses at the District under the following circumstances.

1. When a student earns a substandard grade (D, F, or NP), or a Withdrawal (W), Failing Withdrawal (FW), Military Withdrawal (MW), or Excused Withdrawal (EW) is assigned, and the student wants to retake the course to earn a passing grade.
2. When a student meets the criteria for special circumstances.
3. When a course is specifically designed as repeatable.

When a course repetition occurs to mitigate a D, F, NP, W, MW, or EW, the permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.

Once a student has earned a grade of A, B, C, or P (or CR) in a non-repeatable course, the student will not be permitted to reenroll in that course or the equivalent course at the other college in the District. The student with a D, F, NP (or NC), W, or FW denoted for a course may reenroll in that course or the equivalent course within the District for no more than two additional enrollments. The first two substandard grades received may be annotated and excluded from the cumulative grade point average. When repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history. Neither MWs nor EWs shall count towards the maximum number of renrollments in a course.

A skills based course may be designated as repeatable. Such allowable repetitions shall be noted in the college catalog. Students may enroll for these courses in the District for the maximum number of times designated in the Course Outline of Record.

Under special circumstances, students may repeat a course beyond these restrictions as described in *AR 4225 Course Repetition and Repeatable Courses*.

### Non-Credit Courses

There are no specific limitations on non-credit course repetition by students other than those which may be included on the Course Outline of Record for the approved non-credit course.

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*References:*

*California Code of Regulations, Title 5, Sections 55040, 55041, 55042, 55043, 55044, 55253, 56029, and 58161*

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