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

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**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:

- 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.

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.

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 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 grades if the student repeats the class two or more times. Students may also petition 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 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 academic performance is recorded; and
- Circumstances under which students may repeat courses in which a "C" or better grade was earned. Course repetition requires verification that extenuating or extraordinary circumstances exist which justify such repetition. Extraordinary circumstances are those which would justify the College providing the student refund. Extenuating circumstances include 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.

Number of Course Repetitions:

- Students may not enroll in a course more than four (4) times, except in limited circumstances described below. Enrollments include any combination of withdrawals and repetitions.
- 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 (a).
- Students with disabilities may repeat courses specifically designed for students with disabilities an 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 previous grade and credit will be disregarded in computing the student's grade point average (GPA).

- Students may repeat a course an unlimited number of times to meet a legally mandated training requirement as a condition of continued paid or volunteer employment regardless of 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.