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

AP 4227 Repeatable Courses

Rely Primarily Upon the Advice and Judgment

References:

Title 5 Sections 55040, 55041, 55253, and 56029

Note: This procedure is legally required

A course may be repeated once for an unsatisfactory grade without petition, and may be repeated more than once with petition under the provisions of BP 4225. Petitions for additional repeats are available in the Office of Admissions and Records.

A course for which a grade of “A,” “B,” “C,” “CR,” or “P” was earned may be repeated due to extenuating circumstances as defined in Policy 4C4D1B. The petition for requesting permission to repeat the course is available in the Office of Admissions and Records and must be approved prior to registration for the course. The petition requires documentation of the extenuating circumstances.

Courses in which students a “W” grade was earned may be repeated twice under the provisions of BP 4225. Petitions for additional repeats are available in the Office of Admissions and Records

Only the following types of courses may be 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.

The colleges of Kern CCD must identify and designate such repeatable courses in their respective catalogs.

Under special circumstances, students may repeat courses in which a “C” or better grade was earned.

- 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.

The colleges of Kern CCD shall develop and implement a mechanism to properly monitor course repetition.