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

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**AP 4227 Repeatable Courses**

**References:**

Title 5 Sections 55040, 55041, 55253, and 56029

**Note: This procedure is legally required**

1. A course may be repeated once for a substandard grade without petition under the provisions of Policy 4C4D1A. A course may be repeated more than once with petition under the provisions of Policy 4C4D1A. Petitions for additional repeats are available in the Office of Admissions and Records.
2. A course for which a grade of “A,” “B,” “C,” “CR,” or “P” was received 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 completed and approved prior to registration for the course. The petition requires documentation of the extenuating circumstances which must be included with the petition.
3. Courses in which students have received “W” grades may be repeated twice under the provisions of Policy 4C4D6. 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 courses; and
- Intercollegiate academic or vocational competition courses. Such courses may be repeated no more than four times for semester courses or six times for quarter courses.

The District must identify and designate such repeatable courses in its catalog.

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

Students are allowed to repeat a course without petition when repetition is necessary to enable that student to meet a legally mandated training requirement as a condition of volunteer or continued paid employment. Students can repeat such courses any number of times.

Students may petition to repeat a course as a result of a significant change in industry or licensure standards such that repetition of the course is necessary for the student's employment or licensure. Students can repeat such courses any number of times.

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 a substandard grade or "W" during one or more enrollment or if a student petitions for repetition for repetition due to extenuating circumstances.

Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for the student for one of the reasons specified in Title 5 Section 56029.

A student may repeat a cooperative work experience program any number of times as long as they do not exceed the limit on the number of units of cooperative work experience set forth in Title 5 Section 55253(a); however, the grade received by the student each time will be included in calculations of the student's grade point average.

The District shall develop and implement a mechanism to allow it to properly monitor course repetition.