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**Administrative Procedure**  
Chapter 4 – Academic Affairs

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## **AP 4227 REPEATABLE COURSES**

### **References:**

Title 5 Sections 55040, 55041, 55253, and 56029

### **Responsibilities**

The Vice President of Academic Affairs shall be responsible for the overall coordination and implementation of the procedures relating to orderly administration of repeatable courses.

The Dean of Enrollment Services shall be responsible for maintaining orderly administration of repeatable courses.

### **Repeatable Courses**

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 where enrollment in the course and courses that are related in content is limited to no more than four times.

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

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

Students may petition to repeat a course 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 more than three times. This limit applies even if the student receives a substandard grade or W during one or more enrollment(s) or if a student petitions 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 Work Experience Education course subject to Title 5 Section 55040.

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

See BP/AP 4225 Course Repetition, AP 4228 Course Repetition – Significant Lapse of Time, and AP 4229 Course Repetition – Variable Units.

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