AP 4225 COURSE REPETITION – NON REPEATABLE COURSES

References:
Education Code Section 76224;
Title 5 Sections 55024, 55040-55045, and 58161

Non-Repeatable Courses (Substandard Grades)
A student who receives a substandard grade of “D,” “F,” “FW,” “NP,” or “NC” on the first attempt of a non-repeatable course taken at College of Marin, may repeat that course one more times without a petition in an effort to successfully complete the course with a passing grade.

After receiving two substandard grades in the course, a student may petition the College Petitions Committee to repeat a course for the third enrollment. For the petition to be approved, the student is required to meet with a counselor to complete the petition.

- With an approved petition, the student must wait one week after the start of new and returning student registration to register for the course.

Each time the course is repeated, the previous substandard grade (“D”, “F”, “FW”, “I”, “NC, “NP”) and units will be excluded in computing the student’s cumulative grade point average (GPA).

Courses granted Academic Renewal will not be included for course repetition limits. (See BP/AP 4240 titled Academic Renewal for specific requirements.)

Annotating the permanent academic record shall be done in a manner that all work remains legible, insuring a true and complete academic history.

Non-Repeatable Courses (Withdrawal “W” Symbol)
Students who have received the “W” symbol after withdrawing from a course may re-enroll in the course without petition. After receiving two “W” symbols in a given course, a student may petition once to re-enroll in the College Petitions Committee to repeat the course for a third enrollment providing there is verifiable documentation that extenuating circumstances occurred. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student. The student is required to meet with a counselor to complete the petition and all supporting documents must be attached to the petition at the time of submission.

- With an approved petition, the student must wait one week after the start of new and returning student registration to register for the course.
Annotating the permanent academic record shall be done in a manner that all work remains legible, ensuring a true and complete academic history.

Office of Primary Responsibility: Vice President of Student Learning

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**Date Revised:** June 28, 2011

*(Replaces portions of College of Marin Procedure 4.0003 DP.10)*