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

**Legally Mandated Courses**
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 paid employment. Students can repeat such courses any number of times, even if they receive a grade of C or better; however, the grade received by the student each time will be included in the calculations of the student’s grade point average or NPG percentage. Prior to enrollment, the student must submit a Petition to Repeat A Legally Mandated Course along with verifiable documentation to Admissions and Records.

**Activity Courses**
Students may repeat courses that have been designated as activity courses and where it is found that the course content differs each time it is offered to enhance the skills and proficiencies of the student. Activity courses are defined as career/technical courses where the content differs each time the course is offered, but the primary educational activity remains the same. Examples of activity courses include physical education and courses in music, fine arts, theater, and dance. Absent substandard academic work, courses may not be repeated for more than three semesters including summers and intersessions for a maximum of four enrollments. Consult the catalog to determine which courses are designated as repeatable. Prior approval is not required.

**Courses for Students with Disabilities**
Students with disabilities may 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.

**Cooperative Work Experience Courses**
Students are allowed to repeat a cooperative work experience course if a college only offers one course in cooperative work experience. Where only one work experience course is offered, students may be permitted to repeat this course any number of times as long as they do not exceed the limits on the number of units of cooperative work experience set forth in Title 5 Section 55253(a).
Each time a repeatable course is repeated, the grades and units earned will be computed in the student’s cumulative grade point average (GPA).

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

Office of Primary Responsibility: Office of Student Learning

Date Approved: June 28, 2011