

**PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE**

4225

Course Repetition

Reference: Title 5, Sections 55040, 55041, 5504255253, 56029; Education Code Section 76224

Courses may be repeated when the student has earned a substandard grade of “D”, “F”, or “P”.

- Previous grades and credits for courses which are repeated will be disregarded in the computation of the grade point average.
- When these courses are repeated, credit will be given only once and previously recorded coursework shall remain on the transcript.
- The latest grade will take precedence, whether the grade is higher or lower.
- The transcript will show which courses were excluded for purposes of grade-point calculation, ensuring a true and complete academic record.

Courses may be repeated when the student has earned a passing grade when:

- in the judgment of the college, the course(s) are essential to a student's continued progress;
- an unavoidable and considerable lapse of time (normally five or more years) following the successful completion of a prerequisite.
- In this instance, a petition must be submitted.
- The Vice President of Student Services must give approval and will do so only after consultation with the appropriate Professor.
- Grades received for courses repeated under these circumstances shall be included when calculating the student's grade point average (Title 5, Section 55041).

Courses required to maintain licenses or certificates for purposes of employment, or courses in public safety which require periodic refresher training may be repeated for credit.

- The grade received each time shall be included for purposes of calculating the students grade point average (Title 5, Section 55763 (c)).

Courses in which skill development may require instruction over more than one (1) semester may be repeated up to four (4) times.

- Those courses are identified in the catalog as being repeatable and involve skills progression requiring intensive individual instruction in specific areas.

- Grades received for repetition of these courses shall be counted in calculating the student's grade point average.

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.

Nothing can conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors, or with Title 5 or District procedures relating to retention and destruction of records.

See also BP4220 - Standards of Scholarship

(Formerly PVC Board Policy 5170)

7/26/11 Board Information Item