

REPETITION OF COURSES

BP 3280

A. Except for the following specified cases, repetition of courses at Cabrillo College will not be allowed. One of the following conditions must be present for the repetition to be allowed.

1. Substandard Grades:

A student may repeat a course in which a substandard grade was received. Substandard grade is defined as D, F, or NC. Grades awarded for courses repeated under the above circumstances shall be entered on the student's record insuring a true and complete academic history and the previous grades and units will be disregarded in the computation of grade point averages. A course may be repeated only once without an approved petition to the Academic Council.

2. Satisfactory Grades:

Under special circumstances, a student may request to repeat a course once for which a satisfactory grade has been recorded (a grade of A, B, C, or Credit). This repetition will be permitted with written permission of the Superintendent/President or his/her designee. Grades awarded for courses repeated under these conditions shall *not* be used in calculating a student's grade point average at Cabrillo College, and will *not* be used by four-year colleges and universities to calculate the units or grade point average for admission purposes. Students may repeat courses for which they received satisfactory grades under the following circumstances:

- a) When the student's previous grade is, at least in part, the result of extenuating circumstances and if the student secures written permission to repeat the course from the affected division.
- b) When a student needs to update his/her knowledge of course material due to a significant lapse of time since the course was completed.
- c) When the course is required for recertification or relicensing every two to four years as determined by an outside agency.

3. Repeatable Courses:

- A. The college shall identify courses in the catalog that are repeatable up to a maximum of three times beyond the first enrollment on the basis that the course content differs each time it is offered, and that the student who repeats it is gaining an expanded educational experience for one of the following reasons:
- a) Active participatory experience in individual or group assignments is the basic means by which learning objectives are obtained.
 - b) Skills or proficiencies are enhanced by supervised repetition and practice within class periods. See course descriptions to determine transferability to UC and CSU.
 - c) Course repetition limitations are applied per course in visual and performing arts disciplines if the course is in the transfer curriculum. For all other activity courses, the repetition limitation applies to the subject matter. (Extended repetition of certain music courses as designated in the catalog may be permitted for music majors)

4. Section 504:

Repetition is permitted to meet the requirements of Section 504 of the 1973 Rehabilitation Act, 29, USC Section 794.

5. Credits From Previously Attended institutions:

In determining how courses taken at previously attended colleges or universities will be used for an AA/AS degree at Cabrillo College, course repetition policies implemented by the previously attended institution will be honored.

Students will not be allowed to earn unit or grade credit for a Cabrillo College course that is the same in content as a course taken at a previously attended college or university, and for which the student has earned academic credit. Content equivalencies will be determined by the Cabrillo College Articulation Officer.

B. When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

Legal Reference: *Legal Reference: Ca. Adm. Code, Title 5, Sections 55761, 55762, 55763, 56044, 58161, 71020, 78600 and 84850; and 1973 Rehabilitation Act, 29 U.S.C. Section 794.*

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