

**CHAPTER 6: Educational Program
BOARD POLICY NO. 6.17 (BP 4225)**

**BOARD POLICY
San Mateo County Community College District**

Subject: 6.17 Course Repetition
Revision Date: 6/10
Policy References: Education Code Section 76224; Title 5, Sections 55040, 55041, 55042, 55253, 56029, 55044, 58161

1. All courses taken at one of the Colleges for which substandard academic performance is recorded (D, F, NP), may be repeated up to two (2) times, and the substandard grade and credit will be disregarded in the computation of grade point averages.
2. When satisfactory work has been recorded (grade of C/P or better), repetition of coursework shall be permitted:
 - a. When such repetition is necessary for a student to meet a legally-mandated training requirement as a condition of continued paid or volunteer employment.
 - b. For the maximum repetitions as permitted by the repeat code assigned to the course.
 - c. Upon petition and with approval of the designated official of the Admissions and Records Office, if the College finds that the previous grade is, at least in part, the result of extenuating circumstances.
 - d. Upon petition and with approval of the designated official of the Admissions and Records Office, based on a College finding that a compelling need or benefit exists.
3. A student with a disability may repeat a special class for students with disabilities any number of times. The previous grade and credit will be disregarded in the computation of grade point averages.
4. All coursework on the student's permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.
5. Specific regulations regarding course repetitions will be included in the Colleges' catalogs and made available to students.