



Administrative Procedure 4225 Course Repetition

Reference: *Title 5 Sections 55761-55763, 58161*

Students may repeat courses in which substandard grades (“D”, “F”, “NC”) were earned. Permission is not required for repeating a course when a substandard grade has been issued. Students are allowed to repeat the course one time only. Upon completion of a repeated course, the better of the two grades will be used in the computation of the student’s grade point average. Courses that are repeated shall be recorded on the student’s permanent academic record using an appropriate symbol. Annotating the permanent academic record shall be done in a manner that all work remains legible, insuring a true and complete academic history.

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.

Board approval date: 2/17/09