



**COLLEGE OF MARIN**  
**PETITION TO REPEAT A COURSE ABSENT SUBSTANDARD ACADEMIC WORK**

**Standards for Course Repetition**

Students may be permitted or required to repeat courses in which a "C" or better grade was earned where there was a significant lapse of time since the grade was earned under the following circumstances:

1. Three or more years have elapsed since successfully completing the course.
2. An institution of higher education to which a student seeks to transfer has established a recency requirement that the student cannot satisfy without repeating the course.
3. A recency prerequisite for a course or program has been established which the student cannot satisfy without repeating the course.

When a student needs to repeat an activity course due to a significant lapse of time, each repetition attempt will be counted toward the established repetition limits. However, if a student has already exhausted the number of permitted repetitions, then one additional repetition due to significant lapse of time may be permitted or required by the District.

Under these provisions with an approved request:

- Students must wait one week after the start of new and returning student registration to register for the course.
- Students requesting to repeat for number 1 above are only allowed one repeat for each course.
- Students requesting to repeat for number 2 or 3 above must submit verifiable documentation with the petition.
- When a course is repeated due to a significant lapse of time, the previous grade and units will be disregarded and the current grade will be used when computing a student's cumulative grade point average (GPA).
- Students receiving a substandard grade (grades below "C", "FW", "NC", and "NP") in the repeated course may not petition to alleviate the substandard grade under Course Repetition-Non Repeatable Courses (AP 4225).

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

The student will be notified by email of the decision within 10 working days from the date the request was submitted to Admissions and Records for review.

For more detailed information please review:

**Marin Community College District Procedure-AP 4228 COURSE REPETITION-SIGNIFICANT LAPSE OF TIME**