

COURSE REPETITION PETITION

Name (Last) _____ (First) _____

Student ID Number _____

Email Address _____

Telephone Number _____

Indicate the course(s) name and section(s) you wish to petition for repetition in the area below.

Course(s): _____ Section(s) #: _____ Semester(s): _____

Please check the box next to the request for the repetition that applies to you: Please see reverse side for additional information and examples of documentation. Return petition with the attached documentation to the Admissions and Records Office.

Course Repetition/ Repetition after receiving a combination of three (3) substandard academic grades (D, F, NC, or NP)
Course Withdrawal: and/or withdrawals (W). Student demonstrates extenuating circumstances requiring one additional
repetition for fourth attempt.

Significant Lapse Repetition of a course due to a significant lapse of time, where a passing grade of P, CR, or C or better was
of Time: previously earned.

Special Classes Repetition when continuing success of the student in other general and/or special classes is dependent on
for Students with additional repetitions of a specific Special Class. Course: _____
Disabilities: *This petition is turned directly into the Disability Support Services Office for Special Class instructor review.

Legally Mandated Repetition of a course to meet a legally mandated training requirement as a condition of continued or
Training: volunteer employment, regardless of whether or not a substandard grade (D, F, W, NC, or NP) was
previously earned.

Significant Change Repetition of a course when there has been a significant change in industry or licensure standards.
in Industry: Examples includes, computer software updates etc...

Repeatable Courses: Repetition of a course to meet the major transfer requirements of CSU or UC for completion of a
bachelor's degree. Transfer college catalog description verifies that the repetition is necessary.

Appropriate documentation must be attached before the Admissions and Records Office will accept the petition. Course Repetition
Petition may be granted based on the conditions listed on the reverse of this form. If none of the conditions apply, this petition may
be denied.

Student Signature: _____ Date: _____

For Office Use Only

1) Petition and Documentation received: _____ Date: _____
2) Department routed to: _____ (Return to Admissions within two weeks)
3) Instructor/Department Chair/Dean Signature: _____ Date: _____
<input type="checkbox"/> Approved: <input type="checkbox"/> Denied

4) Returned to Admissions and Records for posting: Date: _____
Admissions staff signature: _____
5) Results scanned/mailed to student: _____ Date: _____
6) White/Original: Student File: _____

Additional Information and examples of documentation to assist in the completion of Course

Repetition Petition:

Course Repetition/Course Withdrawal – Fourth Attempt:

A course may be repeated a fourth (4th) time after a student enrolls in the class three (3) times and receives a combination of three (3) substandard academic grades (D, F, NC, or NP) and/or withdrawal (W). If the student can demonstrate extenuating circumstances requiring one additional repetition, the student may petition and must attach supporting documentation. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student. Examples of documentation include: medical records, police reports, court documents, etc.

Significant Lapse of Time:

A student may repeat a course due to a significant lapse of time of no less than 36 months, where a passing grade (CR or P) or C or better was previously earned and meets one of the following:

- The District has established a recency prerequisite for a course or program.
- A student can petition less than 36 months, if a transfer institution requires a recency requirement that the student cannot satisfy without repeating the course. (Transfer college documentation must be attached.)
- Employer requires this course be taken recently. (Letter from employer must be attached).

Legally Mandated Training:

A student may repeat a course to meet a legally mandated training requirement as a condition of continued or volunteer employment, regardless of whether or not a substandard grade (D, F, W, NC, or NP) was previously earned. Letter from the employer must be attached to certify that course repetition is necessary.

Special Classes for Students with Disabilities:

Student may petition to repeat a special class when:

- Continuing success of the student in other general and/or special classes is dependent on additional repetitions of a specific special class.
- Additional repetitions of a specific special class are essential to completing a student's preparation for enrollment into other regular or special classes.
- The student has a student educational contract which involves a goal other than completion of the special class in question and repetition of the course will further achievement of that goal.

This petition is turned directly into the Disability Support Services Office for Special Class instructor review.

Significant change in industry:

A student may repeat a course when there has been a significant change in industry or licensure standards. A letter from a employer or licensure entity to show the need for the course repetition.

Repeatable Courses:

A student may repeat a course for which repetition is necessary to meet the major transfer requirements of CSU or UC for completion of a bachelor's degree. Transfer college catalog description that verifies that the repetition is necessary.

Course Repetition Petition routing information:

All petitions are turned directly into the Admissions and Records Office, except the Special Classes for Students with Disabilities. Admissions and Records will route petition to the appropriate department/discipline for review. Admissions will notify the student of the outcome after receiving the petition from the department within two weeks

Course Repetition/Course Withdrawal:	Admissions and Records
Significant Lapse of Time:	Admissions and Records
Special Classes for Students with Disabilities:	Disability Support Services
Legally Mandated Training:	Specific Department/Discipline
Significant Change in Industry:	Specific Department/Discipline
Repeatable Courses:	Specific Department/Discipline