



COURSE REPEAT PETITION

INSTRUCTIONS: Complete and submit this petition with attached documentation to Admissions or any Higher Education Center. See the backside of this form for additional information and examples of documentation.

Name (Last) _____ (First) _____

Student ID Number _____

Email Address _____

Telephone Number _____

Indicate the course(s) you wish to repeat in the area below.

Course(s): _____

Semester(s): _____

PLEASE CHECK THE BOX THAT APPLIES TO YOU:

Course Repetition/
Course Withdrawal:

☐

Repetition after receiving a combination of three (3) substandard academic grades (D, F, NC, or NP) and/or withdrawals (W). Extenuating circumstances requires one additional repetition for a fourth attempt.

Significant Lapse
of Time:

☐

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

Special Classes
Students with
Disabilities:

☐

USE for DSS PD or ES/L classes only. Repetition when continuing success of the student in other general for and/or special classes is dependent on additional repetitions of a specific Special Class. Submit directly to the Disability Support Services Office for Special Class review.

Legally Mandated

☐

Repetition of a course to meet a legally mandated training requirement as a condition of Training, paid, or volunteer employment.

Significant Change
in Industry:

☐

Repetition of a course when there has been a significant change in industry or licensure standards. Example 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.

☐

Intercollegiate Athletics or conditioning course required to participate in organized competitive sports.

☐

Intercollegiate Academic or Vocational Competition designed for specific participation in competitive events.

Course Repetition may be granted based on the conditions listed on the reverse of this form. If none of the conditions apply or if no supporting documentation is submitted, this petition may be denied.

Student Signature: _____

Date: _____

FOR OFFICE USE ONLY

1. Petition and Documentation received by Staff person: _____ Date: _____

COMMENTS: _____

2. Routed to School of _____ Date: _____ (Return to Admissions within two weeks)

3. APPROVED ☐ DENIED ☐ Department Chair/Dean Signature: _____ Date: _____

COMMENTS: _____

1. Routed back to Admissions by: _____ Date: _____ (Return to Admissions with all signatures)

2. Returned to Admissions and Records for notification, received by Staff person: _____ Date: _____

3. Results emailed to student: ☐ Date: _____

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. 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 an employer or licensure entity to show the need for the course repetition.

Repeatable Courses:

A student may repeat a course when:

- 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.
- Intercollegiate Athletics or conditioning course required to participate in organized competitive sports.
- Intercollegiate Academic or Vocational Competition designed for specific participation in competitive events.

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:

Significant Lapse of Time:

Special Classes for Students with Disabilities:

Legally Mandated Training:

Significant Change in Industry:

Repeatable Courses:

Admissions and Records

Admissions and Records

Disability Support Services

Specific Department/Discipline

Specific Department/Discipline

Specific Department/Discipline