COLLEGE OF THE CANYONS

COURSE REPEAT PETITION

Name (Last) _____ (First) _____   Student ID Number _____

Canyons Email Address _____ @my.canyons.edu   Telephone Number _____

A COURSE REPEAT PETITION MAY ONLY BE GRANTED BASED ON THE CONDITIONS BELOW. If none of the conditions apply, the repeat petition will be denied. Indicate the course name, number, and semester you wish to enroll in below. Please read the back of this form for important information. We will notify you via your My.Canyons email account if your petition is approved or denied. If approved, you will be able to add yourself to the class.

Course Name (ex. MATH): _____   **Course # (ex. 070):** _____   **Semester:** _____

Please check off the box next to the condition that applies to you:

☐ Repeating a course in an effort to alleviate a substandard grade; a substandard grade (D, F, FW, NC, or NP) and/or a withdrawal (W) has been earned two times. If a withdrawal (W) from the course occurs on the third attempt, the course cannot be repeated again. The previous grade and unit credit will be disregarded in computing the GPA for the previous two instances of substandard repetition. The course will be annotated such that the GPA calculation will reflect the most recent grade. A withdrawal is a non-evaluative symbol and does not alleviate a substandard grade. (***A repeat orientation is mandatory. Visit https://youtu.be/T5gE3ilbkHo*** *Enter completion code here:* _____)

☐ Repeating 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, FW, NC, or NP) was previously earned, the grade and unit credit shall be included each time for the purpose of calculating the GPA. (***Documentation must be attached to certify that course repetition is necessary to complete legally mandated training***)

☐ Repeating a course beyond the maximum times allowed (regardless of substandard or non-substandard grade earned) due to extenuating circumstances. Extenuating circumstances is defined as verified cases of accidents, illness, or other life changing events beyond the control of the student. The previous grade and unit credit will be disregarded in computing the GPA. A withdrawal is a non-evaluative symbol and does not alleviate a substandard grade. Course repetition based on extenuating circumstance may only occur once. (***Documentation must be attached***)

☐ Repeating a course due to a significant lapse of time (at least 36 months), where a passing grade (CR, P, or C) or better was previously earned. **The institution the student is transferring to** requires this course be taken recently **and** it has been at least 36 months since the student has taken the course. All coursework shall remain on the student's permanent record. The previous grade and credit will be disregarded in computing the GPA. Course repetition based on significant lapse of time may only occur once. (***Documentation must be attached***)

☐ Repeating a course due to a significant change in industry or licensure standards since the student last took the course **and** the course is required for employment or licensure. The grade and unit credit shall be included each time for the purpose of calculating the GPA. (***Documentation must be attached***)

☐ Repeating a course previously taken at another college. Substandard or non-substandard grades earned at another institution will not be alleviated by repeating a course at College of the Canyons. The grade and unit credit earned will be calculated and averaged in GPA.

☐ Repeating a course that is currently in progress at College of the Canyons and the grade has not posted. (***An In Progress Grade form must be attached***)

Student Signature: _____   Date: _____

For Office Use Only: **Approved** ☐   **Denied** ☐

A&R Signature: _____   Date: _____

This form must be completely filled out and documentation attached if needed, prior to turning it in to Admissions and Records either in-person or via email at repeats@canyons.edu.

1. Completely fill out the top portion of the form, including your name, student ID #, address, phone number, and your College of the Canyons email address. Please note: you will be notified of the status of your petition by your C.O.C email only.
2. Indicate the name and number of the course you want to repeat (not the class already enrolled in), and the term you wish to retake the class.
3. Check off the applicable condition for the repeat. Documentation must be attached. Petitions submitted without documentation will be denied.
4. Please sign the form and date it.
5. Do not fill out any other portion of the petition. An Admissions & Records staff member will complete the form.
6. You will receive a response *by email* within 48 hours.
7. If approved, you will be able to register into the class at your assigned registration date and time. You may also change sections if needed, *for the approved term only*.

NOTE: Repeat approvals are only valid for the semester in which they are granted. If you do not enroll in, or you drop from the repeated course, you will need to resubmit the petition for any subsequent term.