



REQUEST FOR COURSE REPETITION

Social Security Number _____
Last First Middle

Date of Birth _____

Home Phone Number: _____
Number Street

Work Phone Number: _____
City State ZIP

Original Course: Name: _____ Section # _____ Semester Taken: _____

New Course: Name: _____ Section # _____ Semester Wanted: _____

Reason Petition should be granted: _____

Signature _____ Date _____

If submitting your request prior to receiving a grade, you must include an In Progress Grade form.

- In Progress Grade form attached.
No Action - your request will be reconsidered upon presentation of the appropriate documentation.

Your request has been approved for the following reason:

- You have taken this class once with a substandard grade (D, F or NC). Approved to repeat one time only
You have taken a multi-repeat class once with a substandard grade (D, F or NC). Approved to repeat more time(s).
An error to your computer history has been corrected.
Approved to repeat a class beyond the maximum time allowed because of extenuating circumstances. (Documentation attached).
Approved to repeat a class with a grade of "C" or better because: mu of a significant lapse of time (5 years or more)
mu extenuating circumstances (Documentation attached) mu re-certification of special program (Documentation attached)
Other:

Enrolled in _____ Section # _____ Fees Owed: \$ _____

Your request has been denied for the following reason:

- Title 5 of California Education Code prohibits course repetition for a class in which you received a grade of C or better without documented evidence of extenuating circumstances.
Title 5 of California Education Code prohibits course repetition for a class beyond the maximum repeat limit without documented evidence of extenuating circumstances.
Other:

Signature: _____ Date: _____

This form must be completely filled out prior to turning it in to

Admissions and Records.

1. Please fill out your ID#, name, date of birth, address, and phone numbers where you can be reached.
2. Please indicate the original course you took that needs to be repeated. Please include the course name, section number and term you took the course.
3. Please indicate the new course you would like to enroll in. Please include the course name, section number and term you took the course. You can put more than one choice if you prefer.
4. Please put the reason the petition should be granted. Include a work in progress form if your final grade has not been posted for the class.
5. Please sign the form and date it.
6. Please do not fill out any other portion of the petition. The Admissions and Records staff member will fill out the rest of the form.
7. You will receive a response to this form within 48 hours.