

Course Repeat Petition

Student Name: _____ **Student ID#:** _____
(Last) (First)

Phone: _____ **E-Mail:** _____

Read and Sign the Statement Below:

I understand that fees are due and payable at the time of registration if my petition is approved. I also understand that once registered, the transaction may not be reversed. If I choose not to attend the below listed class, it is my responsibility to drop by the established deadline to receive a refund.

I understand that this is the **last time** that I am allowed to attempt this course at the Rancho Santiago Community College District (this applies to the first two petition criteria below).

Student Signature: _____ Date: _____

If the reason for your request does not meet one of the criteria below, you are not eligible to petition to repeat the class.

Please mark the type of repeat petition you are requesting:

- Third Attempt Course Repeat** (third time after 2 substandard grades) – You have completed 2 enrollments with withdrawals/substandard grades. May repeat one last time (*Title 5, 55040*).
- Extenuating Circumstances** (fourth time after 3 attempts) – See back page for instructions.
- Significant Lapse of Time** (36 months has elapsed since passing grade and requirement of another institution/program) – See back page for instructions.
- Legally Mandated for Training/Employment Student** (repeat after passing; required for employment/license) – See back page for instructions.

This appeal applies for the following term: Fall 20____ Intersession 20____ Spring 20____ Summer 20____

Course Name/Title that you are petitioning to repeat (e.g. ENGL-101): _____

Completed by Admissions & Records

1) Term/Year _____ Grade _____ **2)** Term/ Year _____ Grade _____
(Verified in STAC > STRP) (Verified in STAC > STRP)

Extenuating Circumstances/Legally Mandated for Training/Employment Student ONLY

3) Term/Year _____ Grade _____
(Verified in STAC > STRP)

- Approved for apportionment. Denied, insufficient documentation.
- Denied, per Title 5 regulations, student has exhausted all attempts and no more repetitions are allowed for this course.

Comments: _____

Signature: _____ Date: _____

Assistant Dean, Admissions & Records
(Required for Extenuating Circumstances/Significant Lapse of Time)

Verbally notified student of final attempt: Staff Initials: _____ Date: _____

EXTENUATING CIRCUMSTANCES (Title 5, 55045, 58161): Student must provide documentation of the extenuating circumstances (defined as verified cases of accidents, illness, or other circumstances beyond the control of the student). If approved, grades from last two attempts will be counted in GPA.

Step 1: Attach a separate sheet with your typed responses to the questions below.

- a. What are the specific extenuating circumstances and/or causes that led to your lack of successful completion in your last enrollments?
- b. How have your circumstances changed to allow you to earn a passing (non-substandard) grade if your request is approved?
- c. Why do you need to repeat this course to achieve your educational goals (employment, degree/certificate or transfer)?
- d. In addition to attending class regularly, completing assignments, and using a tutor, what are the steps you will take to ensure your success in this course?

Step 2: Attach Required Supporting Documentation (automatically denied without documentation).

- Official verification of extenuating circumstances.**
- Copy of your current education plan developed with either an Academic Advisor or Counselor.**

SIGNIFICANT LAPSE OF TIME (Title 5, 55040): Received a satisfactory grade for a non-repeatable class. Documentation of recency requirement from another institution of higher education required. If approved, grades from last two attempts will be counted in GPA.

Step 1: Has it been at least 36 months since your last satisfactory grade?
If **YES**, continue to Step 2.

Step 2: Attach Required Supporting Documentation (automatically denied without documentation).

- Documentation that shows another institution of higher education to which you seek to transfer has established a recency requirement which you will not be able to satisfy without repeating the course.

LEGALLY MANDATED FOR TRAINING/EMPLOYMENT STUDENT (Title 5, 55040, Section A8): Received a satisfactory grade for a non-repeatable class. Official verification from training program or employer required. If approved, grades from last two attempts will be counted in GPA.

Step 1: Attach Required Supporting Documentation (automatically denied without documentation).

- Official verification from training program or employer that requires the student to repeat the class in order to obtain/renew license or to be employed.