

**PLEASE PRINT**  
**Petition to Repeat a Course**

**Office of Records & Registration**

*A student who receives a D, F, NP, or W in a course may repeat the course one time without a petition. A petition with adequate justification is required for a second or subsequent repeat.*

- Improve Substandard Grade/"W" After One Repeat
- Legally Mandated Training
- Significant Lapse of Time
- Special Class for Students with Disabilities
- Other  
 (See page 2 for additional information.)



Rec'd by \_\_\_\_\_  
 Date \_\_\_\_\_  
 Fall 20\_\_\_\_\_  
 Spring 20\_\_\_\_\_  
 Summer 20\_\_\_\_\_

\_\_\_\_\_  
 Student's Name

\_\_\_\_\_  
 SCC ID Number

\_\_\_\_\_  
 Mailing Address

\_\_\_\_\_  
 SCC Email Address

\_\_\_\_\_  
 City State Zip

\_\_\_\_\_  
 Date of Birth

\_\_\_\_\_  
 Explain why Repeat is Necessary:

Course Number	Course Title	Units	Original Grade	Semester & Year Originally Taken

\_\_\_\_\_  
 Student's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Telephone No.

**MEETING WITH A COUNSELOR IS REQUIRED**

Did Counselor explain ramifications to student?  Y  N

\_\_\_\_\_  
 COUNSELOR'S COMMENTS:

\_\_\_\_\_  
 Counselor's Name (Print)

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

OFFICE USE ONLY

Official Decision:  Approved  Denied Initial/Date \_\_\_\_\_

Subtract from Apportionment?  Y  N

If Yes, marked in Banner? \_\_\_\_\_ Initial/Date \_\_\_\_\_ Notification email:  Y  N Initial/Date \_\_\_\_\_

## Repeat Petition Information and Instructions

**This form should be submitted well in advance of priority registration for the term in which you wish to repeat.** Repeat petitions submitted after priority registration begins may not be able to be processed in time for you to register for classes.

If a student receives a D, F, NP, or W in a course, he/she may repeat the course one time without a petition. A petition with adequate justification is required for a second or subsequent repeat.

### Instructions to Student:

1. Complete this petition form. Attach appropriate documentation.
2. Meet with a Counselor to discuss reasons and justification for repeating the course.
3. Submit petition and documentation to the Office of Records & Registration.
4. R&R will email the petition with decision to your SCC email address within 10 business days.
5. If the petition is approved, in order to enroll you must bring your approved petition to Records & Registration for manual registration on or after your priority registration date.

A	B	C	D
Repeat Category	Number of Times Allowed Without Petition	GPA Calculation	Apportionment Claim Limit
<u>Significant Change in Industry or Licensure Standards</u> Significant change in industry/licensure standards since the student previously took the course AND the student must take the course again for employment or licensure.	1	All grades included in GPA calculation.	Unlimited
<u>Substandard Grade Earned (D/F/NP/NC) &amp; W</u> Student may enroll a maximum of three times until a C or better or P is earned. Second repeat requires petition with justification.	2	First two sub-standard grades are excluded from GPA calculation.	3
<u>Significant Lapse of Time (3 years)</u> If grade C or better or P was earned, course can be repeated only to meet a recency prerequisite. Petition required with documentation from university catalog.	1	Both grades included in GPA calculation.	2
<u>Legally Mandated Training</u> Repeat due to legally mandated training requirement as condition of continued paid or volunteer employment. Documentation required.	1	All grades included in GPA calculation.	Unlimited
<u>Disability Services Program</u> Special class for students with disabilities when repetition required as a disability-related accommodation.	1	Previous grade and credit disregarded two times only.	Unlimited
<u>Occupational Work Experience</u> Limited to maximum of 16 units in work experience (including general work experience) courses.	1	All grades included in GPA calculation.	Maximum of 16 units in work experience courses.
<u>Variable Unit Open Entry/Open Exit Courses</u> No portion of an OE/OE course can be repeated except for legally mandated training, special DSP courses, extenuating circumstances, or alleviation of substandard work.	1	All grades included in GPA calculation.	Maximum of units required to complete the course once.
<u>Active Participatory Courses</u> Physical Education (Kinesiology), Visual Arts, Performing Arts	Total of 4 enrollments allowed in a family of courses related in content. See Catalog for family definitions.		Maximum of four enrollments per defined course family.

### Extenuating Circumstances (documentation required):

- (1) Verified cases of accidents
- (2) Verified cases of illness
- (3) Other circumstances beyond the control of the student