

LOS MEDANOS COLLEGE

Admissions and Records

PETITION FOR COURSE REPETITION

Name (Last)	(First)	(MI)	Student ID Number
Email Address _____		@insite.4cd.edu	Telephone Number
Los Medanos College Email Address			

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 each time you took the course, term and grade (including W's):

Attempt #	Course Number/Title	Term	Grade
1 st attempt			
2 nd attempt			
3 rd attempt			

Please check 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, NC, or NP) and/or a withdrawal (W) has been earned two times. The third attempt is the final attempt. Both a substandard grade and/or a W count as an attempt. The previous grade will be disregarded in computing the student's grade point average. The substandard grade will remain on the student's transcript with a notation that the course has been repeated. A withdrawal is a non-evaluative symbol and does not alleviate a substandard grade.
- Repeating a course due to a significant lapse of time (at least 36 months), where a passing grade (CR, P, A, B or C) was previously earned. The most recent course was completed more than three years ago and one of the following: course content has changed significantly or the institution the student is transferring to has a recency requirement that is mandated for transfer. All coursework shall remain on the student's permanent record. Both grades count in the GPA calculation. Course repetition based on significant lapse of time may only occur once. **(Documentation required)**
- Repeating a course beyond the maximum times allowed. Students with substandard grades may use this reason if they had extenuating circumstances during the **most** recent attempt and the most recent attempt was a letter grade. Extenuating circumstances are defined as verified cases of accidents, illness, or other life changing events beyond the control of the student. The previous grade may 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 circumstances may only occur once. **(Documentation required)**
- Repeating a course to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. All grades will be counted in GPA. Regardless of whether or not a substandard grade (D, F, NC, or NP) was previously earned, the grade and unit credit shall be included each time for the purpose of calculating the GPA. **(Documentation required to certify that course repetition is necessary to complete legally mandated training)**
- 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 will be included each time in GPA calculation. **(Documentation required)**
- Course previously taken at another college. If substandard grade was not adjusted after repetition, or the exact course was successfully completed at a different school, a petition may be submitted to exclude the substandard grade from the GPA calculation. Official Transcripts must be submitted if the course was repeated at another regionally accredited college.
- BIOSC 40, 45, 50 Repeat. Students who have received two substandard grades or Ws or any combination in the same Biology 40, 45, or 50 course will be blocked from future enrollment in that course. Students who had extenuating circumstances may petition to repeat the course. Student must pass on this repeat. If the student has substandard grade(s), the previous grade(s) may be disregarded in the GPA calculation. **(Documentation required)**
- Repeating a course that is currently in progress at Los Medanos College and the substandard grade has not posted.

Student Signature: _____ Date: _____

Counselor Signature: _____ Date: _____

Discussion with a counselor is recommended

For Office Use Only: Approved

Denied

Approval Signature: _____ Date: _____ SBY

Comments: _____

A&R: _____ Date: _____

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This form must be completely filled out prior to turning it in to Admissions and Records.

1. Fill out your student ID#, name, phone number and Los Medanos email address where you can be reached.
2. Indicate the attempts of the course you repeat. Include the course name, term and grade.
3. Check off the applicable condition to repeat the course. **Documentation required where indicated.**
4. Sign and date the form.
5. Do not fill out any other portion of the petition. We recommend a counselor's signature, but it's not required.
6. Bring to Admissions and Records counter on or after your registration appointment date and time.