

Petition for Course Repetition
(See Course Repetition Guidelines)

Student Name _____ Student ID _____
Last First MI

Email Address _____ @insite.4cd.edu Phone # _____
 (All communication will go to the student's InSite email address)

List 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			
4 th attempt			

Reason for repeat (Check the box that applies to the reason you are requesting a repeat):

- | | | |
|--------------------------|-----|---|
| <input type="checkbox"/> | R | Repeat (Provide explanation) |
| <input type="checkbox"/> | SLT | Significant Lapse of Time (Provide explanation) |
| <input type="checkbox"/> | EC | Extenuating Circumstances (Please attach documentation and provide explanation below) |
| <input type="checkbox"/> | LMT | Legally Mandated Training (Please attach documentation) |
| <input type="checkbox"/> | BIO | BIOSC 40, 45, 50 repeat (Please attach documentation) |
| <input type="checkbox"/> | O | Other—for situations that do not fall under the above scenarios (provide explanation) |

Explain the reason for repeat request (this must be filled out-use an additional sheet if necessary): _____

Student Signature _____ Date _____

Counselor Signature _____ Date _____

Discussion with a counselor is recommended

A&R Official Use Only: **Approved** _____ **Denied** _____

Approval Signature: _____ Date _____

Comments: _____

SABY NO SABY OTHER

Posted to Record: _____ Date _____

COURSE REPETITION GUIDELINES

- ◆ Students are not permitted more than 3 attempts to pass the same credit course at any college in the Contra Costa Community College District. A student who has earned a grade of D, F, NC or NP (substandard grade) or received a W (withdraw) in a credit course may repeat the course no more than two times to pass the course. For the third attempt, the student must file a petition. After the third attempt, no further attempts will be allowed unless one of the conditions listed below applies.
- ◆ If a student receives one substandard grade or withdraws, a petition is not needed. See circumstances below that may allow an additional repetition. The previous substandard grade will be disregarded in the grade point average calculation; however the grade will still show on the student’s transcript.
- ◆ **Special Circumstances:** Under special educationally justifiable circumstances, repetition of credit courses other than those for which substandard work has been recorded may be permitted.

Checklist for Submitting the Petition for Course Repetition

All appropriate items must be completed before your petition will be accepted by Admissions & Records

- 1. Complete all information requested on the Petition for Course Repetition
- 2. Attach appropriate documentation or explanation, if indicated on the form
- 3. Submit your signed and completed form to Admissions & Records
- 4. If approved before classes begin, you may register in person
If **not** approved before the first day of classes, you must follow the late add procedure: get a late add code or signature from the instructor to register in person by the last date to add

Note: A Petition for Course Repetition IS NOT required if student has ONE attempt of a course

A petition to repeat must be submitted if any of the reasons below apply

Repeat Code	Reason to repeat	Steps for Approval
R	Repeat Student has taken the course two times and has received a D, F, NP or W.	The third attempt is the final repeat—student must pass. The previous grades will be disregarded in the GPA calculation.
SLT	Significant Lapse of Time (3 years or more) <ul style="list-style-type: none"> ◆ The most recent course was completed more than three years ago ◆ A recency requirement is mandated for current coursework ◆ The course content has changed significantly 	Only available if student previously passed the course. Grade alleviation can only be used on substandard grades. Student can only use this reason one time. Both grades count in the GPA calculation.
EC	Extenuating Circumstances Accident, illness, evidence of caretaking responsibilities, job change, death in immediate family or a documented disability.	Students with substandard grades may use this reason if they had extenuating circumstances during the most recent attempt to complete the class. Documentation is required to support circumstances that specifically relate to the date of the course. The previous grade may be disregarded in the GPA calculation.
LMT	Legally Mandated Training Course is mandated for training requirements as a condition of continued paid or volunteer employment.	Student can repeat unlimited number of times. Must provide statement from employer or other documentation mandating the course for training. All grades will be counted in GPA.
BIO	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.
O	Other situations Other situations not covered in the above.	If the computer did not adjust a substandard grade, or the student successfully passed the exact course at a different school, the student may petition to have the substandard grade disregarded from the GPA calculation. Official transcripts must be submitted if course was repeated at another regionally accredited college.