

**PLEASE COMPLETE THE FOLLOWING:**

Today's Date: \_\_\_\_\_ Telephone: \_\_\_\_\_ Student ID number: \_\_\_\_\_

Title(s) and section number(s) of course(s) being repeated \_\_\_\_\_

*Example: Math 155 Section: 1001*

Name: \_\_\_\_\_  
 Street: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_

OFFICE USE ONLY	
Date Received: _____	Initial: _____
Documentation Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Received Via:	
<input type="checkbox"/> Fax	<input type="checkbox"/> Mail <input type="checkbox"/> Interdepartmental <input type="checkbox"/> In-person
Petition status:	
Entered _____	Processed _____ Correction Form _____

Indicate semester:		
Fall 20 _____	Spring 20 _____	Summer 20 _____

Select the reason you are petitioning to repeat this course:  
 (Before submission of this form, please read page 2 of this form for further explanation and guidelines)

- Alleviation of substandard grades and/or withdrawals (4th and final attempt; department chair signature required).
- Previous grade earned was the result of extenuating circumstances. (Documentation required)
- Recency requirement with significant lapse of time of 3 or more years (Documentation required)
- Repetition of a DRD or APE course. Repetition is required as stated on the Student Education Contract (SEC) on file in the Disability Resources Department. (Requires DRD specialist signature and support)
- Course repetition is required to meet legally mandated training as required by statute or regulation as a condition of paid or volunteer employment (Documentation AND Instructor/department support required)
- Significant change in industry or licensure (Documentation required)
- Additional participation needed in an Athletic, Music Performance or Theatre Arts course (Repeatable Courses ONLY)
- Variable Unit Course: Repetition necessary to be able to complete the entire curriculum of the course.

Student Statement Required: \_\_\_\_\_  
 \_\_\_\_\_

**Student Signature/Date:**

Instructor, Department Chair, or DRD Specialist/Director comments: _____ _____	
Signature: _____	Date: _____

Action: Approved/date: _____ Denied/date: _____ Notified/date: _____	
Comments: _____ _____ _____	
<input type="checkbox"/> Funded <input type="checkbox"/> Unfunded	<input type="checkbox"/> Return to student/no action taken. <input type="checkbox"/> Student has not provided documentation per instructions.
<input type="checkbox"/> Instructor/Dept. Recommendation.	<input type="checkbox"/> You've been added by the A&R Office. You now owe: \$ _____
<input type="checkbox"/> Additional grade and units will not be computed in GPA, however will appear on official transcript.	
<input type="checkbox"/> Grade and units earned from this repeat will be computed in GPA. Previous grades and units will be annotated.	

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## Course Repetition Guidelines

Please note: Submitting a petition with requested documentation and signatures does not guarantee an approval.

Reason for Repeat	Guidelines
Alleviation of substandard grades or withdrawals (D, F, NC, NP, W). 4th and final attempt. (Title 5 – 55040(b)(2), 55042)	<ul style="list-style-type: none"> <li>• Request for additional repetition will be considered on a case-by-case basis.</li> <li>• Department chair support and signature required.</li> <li>• Student must earn a grade (no “W”) on this final enrollment</li> </ul>
Previous grade earned (passing or substandard) was a result of extenuating circumstances (Title 5 – 55045)	<ul style="list-style-type: none"> <li>• Documentation of the extenuating circumstance must be attached.</li> <li>• Extenuating circumstances are verified cases of accidents, illness, or other circumstance beyond the control of the student.</li> <li>• The grade and units from this approved enrollment will be used in calculating the grade point average (GPA). Previous grades and units shall be annotated and disregarded in the GPA, however must remain on academic record to ensure a true and accurate history.</li> </ul>
Recency requirement with significant lapse of time (Title 5 – 55043)	<ul style="list-style-type: none"> <li>• Permitted only if student received passing grade in first enrollment <u>AND</u> document is provided of a recency requirement for an SRJC course or program, or for a transfer course or program.</li> <li>• An absence from the course being repeated of at least three full years.</li> <li>• The second grade and units will be used in calculating in the grade point average (GPA).</li> <li>• Previous grade and units shall be annotated and disregarded in the GPA, however must remain on the academic record to ensure a true and accurate history.</li> <li>• Petition to repeat due to significant lapse of time is limited to ONE time per course.</li> </ul> <p>(Example: If first enrollment was Fall 2009, three full year absence would be the <u>end</u> of Fall 2012; therefore eligibility to repeat would be Spring 2013 or later.)</p>
Disability Resources Department (DRD) or Adapted Physical Education (APE) courses only (Title 5 – 55040(c)(7), 56029)	<ul style="list-style-type: none"> <li>• Repetition is required as stated on the Student Education Contract (SEC) on file in the Disability Resources Department.</li> <li>• Requires support and signature of DRD Specialist or Dean.</li> <li>• All grades and units received each time shall be calculated in grade point average (GPA).</li> </ul>
Legally mandated course (Title 5 – 55041)	<ul style="list-style-type: none"> <li>• Documentation to show that repetition is necessary to meet a legally mandated training requirement as a condition of continued paid or volunteer employment.</li> <li>• Course may be repeated for credit any number of times as necessary.</li> <li>• All grades and units received each time shall be included in the grade point average (GPA).</li> </ul>
Significant Change in industry or licensure (Title 5 – 55040(b)(9))	<ul style="list-style-type: none"> <li>• Permitted due to significant change in industry or licensure standards.</li> <li>• Repetition is necessary for employment or licensure.</li> <li>• Documentation is required. Documents must demonstrate the significant change in industry standards since the student previously took the course and include a letter from current or prospective employer stating student must take the course for employment purposes.</li> <li>• Course may be repeated for credit any number of times as necessary.</li> <li>• All grades and units received each time shall be included in the grade point average (GPA).</li> </ul>
Repeatable Courses (Athletic, Music Performance or Theatre Arts) (Title 5 – 55041)	<ul style="list-style-type: none"> <li>• Request for additional repetitions will be considered on a case-by-case basis.</li> <li>• Instructor/Department support recommended</li> </ul>
Variable Unit Courses (Title 5 – 55040(b)(4), 55044)	<ul style="list-style-type: none"> <li>• Enrollment is limited to the number of times necessary to complete one time the entire curriculum of the course.</li> </ul>

Passing grade = A, B, C, P or CR    Substandard grade = D, F, NP or NC    W = Withdrawal

You may fax to: 707-527-4798 OR Deliver to: Admissions & Records, 1501 Mendocino Ave., Santa Rosa CA 95401