State regulations restrict the number of times a student may repeat a course, stipulate the conditions on which a student may be permitted to repeat beyond the limitations and how grades shall be counted in the GPA. Most courses are designated as non-repeatable. However, a few may be repeated. (The complete policy can be found in the College Catalog available in hard copy and online) In brief, students may not repeat a course if:

- Non-repeatable course (Typically lecture and lab courses)
  - A grade of C or better has been earned or
  - Three substandard grades (any combination of D, F, NC or NP) have been earned or
  - Three W grades have been earned.

- Repeatable courses (Typically activity courses like those in intercollegiate competition, theater, art and dance)
  - The maximum number of enrollments (grades of A, B, C, D, F, CR/P, NC/NP, or W) as defined in the course description has been achieved.

There are three conditions in which a student with proper documentation may request to be permitted an additional enrollment.

- Documented case of Extenuating Circumstances: If one or more of your substandard grades is a result of an Extenuating Circumstance (accident, illness or other circumstance beyond your control).
- There is a recency prerequisite of not less than 3 years on the course or program for which you seek to enroll.
- Repetition is required due to legally mandated training (required by law) as a condition of paid or volunteer employment.

A response will be sent to you via email within 3-5 business days. If approved, you will not permitted to enroll until one week before classes begin.

Student ID: __________ Date of Birth: __________ Date: ____________

Name

Last __________ First __________ Middle __________

Telephone: (___) __________ Email ____________ @ __________

Course you are requesting to repeat: __________________________________ Semester: Fall ___ Spring ___ Summer _____

Explain in detail why you are requesting to repeat this class (continue on the reverse side if needed). Attach supporting documentation. Petitions submitted without supporting documentation will be denied.

________________________________________________________________________________________________________

___________________________________________________________________________________________________

______________________________________________________________

________________________________________________________________________________________________________

________________________________________________________________________________________________________________________

Student Signature: _________________________________________________________________

For Use by Office of Admissions and Records Only

Accepted by _______________ Date _______________ Student Notified via: _______________ Date _______________

Director or Registrar _______________ Date _______________ ( ) Approved ( ) Denied

_____ T5 55042 Repetition Allowed to Alleviate Substandard Grades

_____ T5 55043 Repetition due to Significant Lapse of Time

_____ T5 55045 Repetition Allowed due to Extenuating Circumstances

_____ T5 55040 Repetition due to Legally Mandated Training

_____ T5 56029 Special Class Repeatability

Alleviate the following repeats: Semester: __________ Course: __________ Semester: __________ Course: __________

Do not report on CCFS-320: Course: __________ Ticket # __________ Acct Method: WSCH DSCH PA IS

Notes ________________________________________________________________

________________________________________________________________________________________________________

Repeat Annotation Completed By: _______________ Date: _______________