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, FW, or NC/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, FW, 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 15 business days.

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**Student ID:**    **Date of Birth:**    **Date:**    

**Name:**  

**Last**  **First**  **Middle**

**Telephone:**    **College Email:**    @

**Course you are requesting to repeat:**    **Semester:** Fall    Spring    Summer

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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.**

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**Student Signature:**

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For use by Office of Admissions and Records Only

Accepted by:    **Date:**    **Student Notified via:**    **Date:**

Dean/ 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

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Alleviate the following repeats:  **Semester:**    **Course:**    **Semester:**    **Course:**

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

Notes:

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Repeat Annotation Completed By:    **Date:**