

State regulations restrict the number of times a student may repeat a course, stipulate the conditions for 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. The complete policy can be found in the College Catalog available online.

In brief, students may not repeat a course if:

- Non-repeatable course (Includes lecture and lab courses)
  - A grade of C or better has been earned;
  - Three substandard grades have been earned. (Substandard grades are: D, F, FW, or NC/NP);
  - Three W grades have been earned.
- Repeatable courses (Activity courses like those in intercollegiate competition, theater, art and dance)
  - The maximum number of enrollments as defined in the course description has been achieved with grades of A, B, C, D, F, FW, CR/P, NC/NP, or W.

There are three (3) 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.

IVC Student ID #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_  
Last First Middle

Email address: \_\_\_\_\_ @ \_\_\_\_\_ Daytime/Cell Phone: \_\_\_\_\_

Course you are requesting to repeat: \_\_\_\_\_ Term: \_\_\_\_\_ Year \_\_\_\_\_

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.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*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		Report on CCFS-320	
T5 55045 Repetition Allowed due to Extenuating Circumstances		T5 55043 Repetition due to Significant Lapse of Time	
T5 56029 Special Class Repeatability		T5 55040 Repetition due to Legally Mandated Training	
Alleviate the Following Repeats:	Ticket #: _____	Course: _____	Term _____
Repeat Annotation Completed By: _____ Date: _____			