

Date Stamp & Operator Initials

PETITION FOR COURSE REPETITION



CONTRA COSTA COLLEGE
Admissions & Records Department
2600 Mission Bell Drive
San Pablo, CA 94806
admissions@contracosta.edu
Phone (510) 215-6027

A course repeat petition may only be granted based on the conditions below. If none of the conditions apply, the repeat petition will be denied. Indicate each time you took the course, term and grade (including W's):

Name (Last) _____ (First) _____ (MI) _____ Student ID Number _____
 Email Address _____ @insite.4cd.edu _____ Telephone Number _____
Contra Costa College Email Address

COURSE YOU WISH TO REPEAT AT CONTRA COSTA COLLEGE			
COURSE TITLE (ex. Math-120)	SECTION (ex. 0001)	COURSE NAME (ex. Algebra)	TERM/YEAR (ex. SP 2015)

Attempt #	Course Number/Title	Term	Grade
1 st attempt			
2 nd attempt			
3 rd attempt			

Please check the box next to the condition that applies to you:

- Repeating a course in an effort to alleviate a substandard grade; a substandard grade (D, F, NC, or NP) and/or a withdrawal (W) has been earned two times. The **third attempt** is the final attempt. Both a substandard grade and/or a W count as an attempt. The previous grade will be disregarded in computing the student's grade point average. The substandard grade will remain on the student's transcript with a notation that the course has been repeated. A withdrawal is a non-evaluative symbol and does not alleviate a substandard grade.
- Repeating a course due to a transfer institution recency requirement for enrollment in a course, program, or the institution. The most recent course must have been completed more than three years ago (at least 36 months - significant lapse of time), where a passing grade (CR, P, A, B or C) was previously earned. The most recent course was completed more than three years ago and the institution the student is transferring to has a recency requirement that is mandated for transfer. All coursework shall remain on the student's permanent record. Both grades count in the GPA calculation. Course repetition based on significant lapse of time may only occur once. **(Documentation required)**
- Repeating a course beyond the maximum times allowed. Students with substandard grades may use this reason if they had extenuating circumstances during the **most** recent attempt was a letter grade. Extenuating circumstances are defined as verified cases of accidents, illness, or other life changing events beyond the control of the student. The previous grade may be disregarded in computing the GPA. Course repetition based on extenuating circumstances may only occur once. **(Documentation required)**
- Repeating a course to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. All grades will be counted in GPA regardless of whether or not a substandard grade (D, F, NC, or NP) was previously earned. The grade and unit credit shall be included each time for the purpose of calculating the GPA. **(Documentation required to certify that course repetition is necessary to complete legally mandated training)**
- Repeating a course due to a significant change in industry or licensure standards since the student last took the course, **AND** the course is required again for employment or licensure. The grade and unit credit will be included each time in GPA calculation. **(Documentation required)**
 Repeating a Cooperative Education course. (Coop-160 or Coop-170 or Cooperative Educational Course within a Discipline
 Repeating a course determined by the district as repeatable due to extenuating circumstances. Students with disabilities repeating a special class.
- Repeating a course that is currently in progress at Contra Costa College and the substandard grade has not posted.

Student Signature: _____ Date: _____
 Counselor Signature: _____ Date: _____
Discussion with a counselor is recommended

For Office Use Only: Approved Denied

Signature: _____ Date: _____ NFTE SABY
 Comments: _____
 A&R: _____ Date: _____

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This form must be completely filled out prior to turning it in to Admissions and Records.

1. Fill out your student ID#, name, phone number and district (@ email.4cd.edu) email address where you can be reached.
2. Indicate the attempts of the course you repeat. Include the course name, term and grade.
3. Check off the applicable condition to repeat the course. **Documentation required where indicated.**
4. Sign and date the form.
5. Do not fill out any other portion of the petition. We recommend a counselor's signature, but it's not required.
6. Bring to Admissions and Records counter on or after your registration appointment date and time.

Note: A withdrawal is a non-evaluative symbol and does not alleviate a substandard grade.

Title 5 citations:

- 1) Total enrollments (which include evaluative and nonevaluative marks) may not exceed 3 § 55000(w).
Withdrawals § 55024
- 2) Significant lapse of time §§ 55040(b)(3), 55043
- 3) Repeat due to extenuating circumstances* §§ 55040(b)(5), 55045
- 4) Legally mandates repeat § 55040(b)(8)
- 5) Significant change in industry or licensure standards § 55040(b)(9)
- 6) Alleviate substandard academic work §§ 55040(b)(2), 55042
- 7) General rule for repeats § 55000(w)

Other Title 5 citations:

- General Rule for repeats § 55000(w)
- Students with disabilities repeating a special class § 55040(b)(7)
- Alleviate substandard academic work §§ 55040(b)(2), 55042
- Occupational work experience* § 55040(b)(6)

***Special Note for Significant Lapse of Time Requirement.

Although district policy previously could allow students to petition to enroll again in a course for various locally defined reasons, significant lapse of time can now only be used as a basis for a repetition if the student needs to meet a recency prerequisite. In addition, while districts were previously permitted to determine the length of time constituting a significant lapse of time, beginning in January 2013, a district cannot adopt a policy that allows a student to take the course again if less than 36 months has elapsed since the prior grade was obtained unless a shorter length of time is specifically required by the institution of higher education to which the student seeks to transfer. The district policy must require the student to petition for this exception, documenting that the additional enrollment less than 36 months since the grade was obtained from the prior enrollment is necessary for the student's transfer to the institution of higher education. (§ 55043(a)(2).) For purposes of calculating the 36 month period, a grade is typically "obtained by a student" when the grade is assigned or awarded to the student and transcribed.

--Credit Course Repetition Guidelines; California Community Colleges Chancellor's Office