

COURSE REPETITION PETITION

DIRECTIONS TO STUDENTS: For course repetition regulations see the other side of this form. Submit this completed form to Admissions and Records with supporting documentation. The decision will be sent to your Citrus College email.

COURSE REPETITION EXCEPTIONS - Please check the exemption that applies to you.

1. **Significant Lapse of Time**

A student may petition to enroll for one additional attempt if (1) he/she received a passing grade in their last attempt, (2) Citrus College or an institution of higher education to which the student seeks to transfer has established a recency requirement (Example: a Nursing student's transfer institution requires Nursing majors to have completed BIOL 201 Human Physiology in the last five years and the student got a 'B' in the course seven years ago), AND (3) the minimum recency has elapsed since the student was awarded a grade in the course. The minimum recency may not be less than 36 months. Prior grade will be disregarded in computing the student's GPA. **DOCUMENTATION OF COLLEGE OR TRANSFER INSTITUTION RECENCY REQUIRED.**

2. **Extenuating Circumstances**

In documented cases of extenuating circumstances, a student may petition to enroll for one additional and final attempt. Extenuating circumstance are verified cases of accidents, illness, or other circumstance beyond the student's control. A student petitioning for a third attempt must file a three-peat petition and cannot use this form or this exception. Students that received a W on their last attempt may not use this exemption. Prior grade will be disregarded in computing the student's GPA. **DOCUMENTATION OF EXTENUATING CIRCUMSTANCES REQUIRED.**

3. **Students with Disabilities Repeating a Special Class**

A student may petition to repeat classes designated as "special classes" as a disability-related accommodation for a reason specified in Title 5 Section 56029 for an additional enrollment each term. All previous grades and credits must be factored in computing the student's GPA. **STUDENT MUST PRESENT PROOF OF ACCOMMODATION FOR EACH ENROLLMENT PERIOD TO EITHER THE DSPS OFFICE OR THE KINESIOLOGY DEPARTMENT ALONG WITH THIS FORM.**

4. **Legally Mandated Course**

A student may petition to repeat a course required by statute or regulation as a condition of paid or volunteer employment. Such courses may be repeated for credit any number of times. All previous grades and credits must be factored in computing the student's GPA. **(1) DOCUMENTATION OF EMPLOYMENT OR PROOF THAT STUDENT IS SEEKING EMPLOYMENT, AND (2) COPY OF STATUTE OR REGULATION REQUIRED.**

5. **Significant Change in Industry or Licensure Standards**

A student may petition to repeat a course necessary for the student's paid or volunteer employment or licensure due to significant change in industry or licensure standards. All previous grades and credits must be factored in computing the student's GPA. **(1) DOCUMENTATION OF EMPLOYMENT, PROOF THAT STUDENT IS SEEKING EMPLOYMENT OR PROOF OF LICENSE, AND (2) PROOF OF CHANGE IN INDUSTRY OR LICENSURE STANDARDS REQUIRED.**

6. **Cooperative Work Experience**

A student may petition to repeat a cooperative work experience course so long as the student does not exceed 16 units total in cooperative experience courses. All previous grades and credits must be factored in computing the student's GPA. **NO ADDITIONAL DOCUMENTATION REQUIRED.**

Complete the following information:

Name: _____ Student ID: _____

CRN: _____ Course: _____ Term: _____ Year: _____

Provide explanation (use an additional sheet of paper if necessary) and attach required documentation:

I certify the information above is true and accurate.

_____ Date: _____
Student Signature

OFFICE USE ONLY:

Received by _____ Date _____ Processed by _____ Date _____

_____**Approved** _____**Denied** _____**Claim Apportionment** _____**Do Not Claim Apportionment**

_____**Alleviate Grade** _____**Do Not Alleviate Grade**

 Dean of Admissions and Records Signature

 Date

COURSE REPETITION REGULATIONS

COURSE REPETITION DEFINITION

A “course repetition” occurs when a student attempts a course and receives an evaluative or non-evaluative symbol for the course (i.e. A, B, C, D, F, FW, W, P/NP, CR/NC, RD, I) and wishes to enroll again in the same course. (Title 5 Section 55040) Repetition limits are retroactive, meaning all prior attempts count. Therefore, even though many repetition rules recently changed, you may be stopped from repeating a course.

COURSE REPETITION WHERE STUDENT RECEIVED A SATISFACTORY GRADE

A student who earned a satisfactory grade in a course may not enroll in that course again unless an exception applies or the class is a repeatable class (see Repeatable Courses explanation on the back of this form).

COURSE REPETITION WHERE STUDENT RECEIVED AN UNSATISFACTORY GRADE OR WITHDRAWAL

A student who has earned a substandard grade (D, F, FW, NP, NC) or withdrawal W may repeat the course one additional time and may be asked to use available College resources to pass the course. A student that receives a substandard grade or W on the second attempt may petition for a third attempt by filling out the Three-Peat Petition in the Counseling Department (do not use this form). A student may only enroll in the course a fourth time if authorized by a provision found on this form. A student with three Ws in a course is not allowed to repeat the course.

GRADE ALLEVIATION

When a student repeats a course in which they received a substandard grade and the student receives a letter grade upon completion of the course, the first two letter grades will be disregarded unless prohibited by one of the exceptions below. To alleviate substandard work, a student must earn a grade on the subsequent attempt and not a W. The grade and units in the last attempt are included in the student’s GPA (Title 5 Section 55042). Grade alleviation does not apply when repeating for one of the following exceptions: cooperative experience, disabled student repeating a special class, student repeating a legally mandated course, and student repeating because of a significant change in industry or licensure standard. For repeatable courses, a subsequent passing grade shall alleviate an immediately preceding substandard grade.

COURSE REPETITION AS A RESULT OF A WITHDRAWAL

All course attempts in a student’s academic record count toward enrollment limitations, including Ws.

COURSES RELATED IN CONTENT (FAMILIES)

The College has established “families” in active participatory courses related in content in physical education/kinesiology, and visual or performing arts. A student may not have more than 4 enrollments in levels or variations of courses within a “family”. All course attempts in a student’s academic history count toward this enrollment limitation within a “family” of courses, including substandard grades and Ws. For a list “families”, please refer to the College Catalog. With the exception of significant lapse of time, no other repetition exception applies to related courses (Title 5 Section 55040).

REPEATABLE COURSES

The College may designate a very small number of courses as repeatable and students may enroll multiple times in the course, up to a maximum limit, even if the student received a satisfactory grade on a prior enrollment. Repeatable courses are designated as such in the college catalog (Title 5 Section 55041). A subsequent passing grade shall alleviate an immediately preceding substandard grade. Enrollment limits, including the enrollment limits for courses that are related in content, apply even if the student receives a substandard grade or W during one of the enrollments. Extenuating circumstance may not be used as a repeat exception.

Intercollegiate Athletics

Courses in which student athletes enroll to participate in an organized sport sponsored by the district, or a conditioning course which supports the organized competitive, sport may be designated as repeatable (Title 5 Section 55040/55041). No additional repetition exceptions apply.

Intercollegiate Academic or Vocational Competition

Courses designated specifically for participation in non-athletic competitive events between students from different colleges may be designated as repeatable. No additional repetition exceptions apply.

Required by CSU or UC for Completion of a Bachelor’s Degree

Repetition of the course is required by CSU or UC for completion of the bachelor’s degree (Title 5 Section 55041). A student that has exhausted their maximum enrollment for the course may petition for one additional enrollment for lapse of time.

COOPERATIVE WORK EXPERIENCE

In a cooperative work experience course, if the course is not offered as a variable unit open-entry/open-exit course. Students may earn up to a total of 16 units in all types of cooperative work experience education. No more than 8 units of cooperative work experience in a given field may be taken during one term. A student may repeat a cooperative work experience course any number of times so long as the student does not exceed the limits on the number of units of cooperative work experience education. All previous grades and credits must be factored in computing the student’s GPA.

ANNOTATION ON TRANSCRIPT

Courses that are repeated shall be recorded on the student’s permanent academic record using an appropriate symbol. Annotating the permanent academic record shall be done in a manner that all work remains legible, ensuring a true and complete academic history.