Petition to Repeat a Course
Result of Substandard Work and/orWithdrawals

Students who have exhausted the ability to repeat a class as a result of substandard work, or the maximum withdrawals allowed in a combination of substandard work and withdrawals may petition to repeat a course provided the College finds that there are extenuating circumstances which justify an additional repetition. Extenuating circumstances are verified cases of accident, illness, or other circumstances beyond the control of the student.

COURSE REPETITION
Counselor’s signature is required. You must meet with a counselor prior to submitting this petition.

COURSE TITLE ____________________________ TERM ❑ FALL ❑ SPRING ❑ SUMMER

I am petitioning to repeat the above course for the following reason (check one):
❑ Substandard grade of D, F, FW, NC, NP or the symbol "W" due to, at least in part, extenuating circumstances.

Check circumstance and briefly explain below. Attach all supporting documents.

❑ Accident ❑ Health ❑ Jury duty ❑ Work conflict ❑ Extended litigation ❑ Incarceration ❑ Military service ❑ Family emergency ❑ Institutional error ❑ DSPS Disabled Student Program Services

________________________________________________________________________________________

COUNSELOR’S COMMENTS

________________________________________________________________________________________

COUNSELOR’S SIGNATURE ____________________________ DATE __________________

STUDENT SIGNATURE ____________________________ DATE __________________

IMPORTANT: If you have been authorized to repeat a course, you must wait one week after the start of new and readmitted student registration to register for the course.

DO NOT WRITE BELOW THIS LINE

DEAN OF ENROLLMENT SERVICES ❑ APPROVED ❑ DENIED ❑ PENDING

DATE __________________ SIGNATURE __________________

REASON FOR DENIAL OR PENDING PETITION __________________

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