For Office Use Only

COURSE REPEAT
with
PASSING GRADE

Any grade awarded for repetition under significant lapse of time or special circumstances shall not be counted in calculating grade-point average.

Name: _____ Student I.D. #: _____
Last First M.I.

Address: _____ Date of Birth: _____
Number Street Apt. #

Email: _____

_____ Phone Number: _____
City State Zip Code

Directions: Course Repeat with Passing Grade Petition must be submitted along with required documentation at least ten days before the start of the semester. If approved, all current prerequisite requirements must be met. Petition is only valid for the requested semester. Course repeat petitions lose priority registration and a permission code must be requested from the instructor on the first day of the semester. **Any grade awarded for repetition under special circumstances shall not be counted in calculating grade-point average.**

SEMESTER/YEAR REQUESTING TO REPEAT	COURSE TITLE & NO.	PREVIOUS SEMESTER / YEAR	PASSING GRADE RECEIVED

Course Repeat with Passing Grade – Recency Policy: *(A, B, C, P)* I wish to repeat the course for which I received a passing grade (A, B, C, P) and meet the following criteria consistent with the requirement of Section 55043 (Title V):

☐ Significant Lapse of Time (no less than at least three years): recency as a prerequisite for another community college course or program, or other higher education institution's recency requirement.

Must provide the following documentation (Incomplete petitions will not be accepted):

- ☐ *Proof from the program indicating the timeline of the expiration of courses.*
- ☐ *Transcripts from previous college(s) attended. Unofficial transcripts can be used for review.*

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I understand that any grade awarded for repetition under special circumstances shall not be counted in calculating my grade-point average.

Student's Signature _____ **Date** _____

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☐ **Approved** ☐ **Denied**_____ **Date** _____
Registrar Signature

Comments: _____

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Revised 08/06/2019 Notification sent_____