

Admissions and Records Petition Course Repeat Petition

Rec'd By _____
Date _____



Petition Refers to: Fall 20_____
Spring 20_____
Summer 20_____

- 2nd Attempt: Improve Substandard Grade/"W" Repeat
- 3rd Attempt: Extenuating Circumstance Repeat
- Significant Lapse Time(Program Requirements must be attached)
- Special DSP Class (Verification from DSP must be attached)
- Legally Mandated Training (EMT Program)

Student Name _____

Date of Birth _____

Mailing Address _____

SCC Email Address _____

City _____ State _____ Zip _____

SCC ID# _____

Explain why Repeat is Necessary: _____

Course Name (Ex., Math 104)	Course Description (Ex., Intern. Algebra)	Units 5.0	Original Grade (W, D, F, etc.)	Semester & Year Originally Taken	CRN you wish to be enrolled (5 digits)	Semester you wish to be enrolled

Student's Signature _____

Date _____

Telephone No. _____

Counselor Approved? Y N

Counselor Explain Ramifications to Student? Y N

COUNSELOR COMMENTS: _____

Counselor Name (Print) _____

Signature _____

Date _____

OFFICE USE ONLY

Admissions and Records Director or Designee Approve? Y N

Subtract from Apportionment? Y N

If Yes, marked in Banner? _____ Initial/Date _____ Notification email: Y N Initial/Date _____

Repeat Petition Information and Instructions

This form should be completed in advance of priority registration for the term in which you wish to repeat to allow time for processing and increase your chances of getting into high demand courses.

If denied and student wishes to appeal, student should contact the Dean, Enrollment Services or designee.

Instructions:

1. Complete this form.
2. See a Counselor.
3. Using the parameters listed below, a Counselor will make recommendation and submit to Admissions and Records.
4. Admissions and Records emails copy of form to student's SCC email within 10 business days.
5. You must return to Admissions and Records with approved petition on or after your priority registration date to enroll. You may also enroll via email to admissions@solano.edu.
6. A student who receives a D, F, NP, or W in a course may repeat the course one time without a petition. A petition with adequate justification is required for a second or subsequent repeat.

A Repeat Category	B # of Attempts Allowed	C GPA Ramifications	D Apportionment Claims
C or Better (Grade of C or better earned in non-repeatable, credit courses CANNOT BE REPEATED , unless one of the following conditions are met. SEE BELOW:	1	1 st grade is included in GPA. Upon repeat done as result of approved petition, include both grades in GPA	1
<u>Substandard Grade (D/F/NP/NC) & W Repeats</u>	2nd Attempt - No petition needed 3rd Attempt - Documentation of extenuating circumstance required	First two sub-standard are disregarded from GPA	3
<u>Significant Lapse of Time Repeat (3 years)</u>	Original + 1 Attempt w/ Approved petition required for 2nd Attempt. Minimum lapse of time between 1st and 2nd Attempts= 36 months	Grade is included each time in GPA.	Original + 1
<u>Legally Mandated Training Repeat</u> (Repeat due to legally mandated training requirement as condition of continued paid or volunteer employment)	1 (EMT 213 only as of 2.6.13) Student may take unlimited times for this reason but must provide documentation for each repeat enrollment beyond the original Counselor signature is not required.	Grade is included in GPA each time.	Unlimited
<u>DSP Repeat</u> (Special class for students with disability when repetition required as disability related accommodation)	1 Must petition for all, but 1st Attempt	Previous grade and credit disregarded 1 st two times only.	Unlimited
<u>Work Experience</u>	1 As many as needed to complete one time the full curriculum of the course (Banner will block before student can do this. Students need to register with A&R if blocked)	Grade received for each enrollment is included.	Equivalent to one time the full curriculum of the course.
<u>Variable Unit Open Entry/Open Exit Repeat</u>	1 Enrollments that occurred prior to Summer 2012 which resulted in an A, B, C, D, F, FW, P, NP or W do count as a course repetition.	Grade received for each enrollment is included.	Equivalent to one time the full curriculum of the course.
<u>Activity Course Repeat</u>	1-4 Repeats allowed in family No additional repeats allowed, audit may be possible.	Grade is included each time in GPA	1+3 allowed in family