

## Course Repeat Petition

Student ID Number

(Enrollment Staff Only)

Received by/date:

Please complete the following. PRINT legibly and clearly.

NAME \_\_\_\_\_ DAY PHONE \_\_\_\_\_ DATE \_\_\_\_\_

\*Students must have **ADD SLIP** or **LATE ADD PETITION** attached. You will be notified of petition outcome via your **LRCCD Email Address**.\*

① **Notice to Student:** Repetition of courses must be conducted in compliance with Title V Regulations, sections 55040 through 55046. A course may be repeated up to two times at any of the Los Rios colleges for which a notation of D, F, NC (No Credit), NP (No Pass) or W (Withdrawal) was earned. This regulation is effective across the district at all Los Rios colleges. If you took a course at any of the Los Rios colleges – American River, Cosumnes River, Folsom Lake or Sacramento City, this counts as one of your three attempts.

Once a student has received a satisfactory grade in a course, he or she may not repeat that course again. Some ARC courses have been designated as repeatable – please check your course repeat limit in the current ARC Catalog.

② **Course Information** (see instructions on page two)

Course Title (e.g. Biol 102) \_\_\_\_\_ Semester or Term Applicable:  Summer  Fall  Spring Year: \_\_\_\_\_

③ **Check the exception that applies to you:**

- Repeating a course to meet a legally mandated training requirement as a condition of continued or volunteer employment. Documentation must be attached to show that course repetition is necessary to complete a legally mandated training. All grades and units will be counted when calculation your GPA. (LRCCD R-7252 4.5, Title 5 § 55040)
- Repeating a course due to a significant lapse of time and when another institution of higher education to which a student seeks to transfer has established a recency requirement which the student shall not be able to satisfy without repeating the course in question. Documentation must be attached. The course repeat you are petitioning will be disregarded when calculating your GPA. (LRCCD R-7252 4.5.5, Title 5 § 55043)
- Repeating a course beyond the maximum number of times allowed due to extenuating circumstances during the most recent previous attempt. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. Documentation must be attached. The previous grade and credit will be disregarded when calculating your GPA. (LRCCD R-7252 4.6, Title 5 § 55045)
- My request for a repeat does not meet any of the above criteria. I understand that such requests generally cannot be approved. I am attaching appropriate documentation to support my request.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

④ **Required Additional Signatures** (see instructions on page two)

Counselor's Recommendation: \_\_\_\_\_

Counselor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Administrator Use Only**

Your petition has been reviewed and your request has been:  No Action  Approved  Denied

\_\_\_\_\_  
Administrator's Signature Date

Tracking Log  Processed  Onbase  E-mailed  Bus. Office

Action Taken

Processor's Initials/Date & Comments



# American River College Course Repeat Petition

## PURPOSE OF THE ARC COURSE REPEAT PETITION

The Course Repeat Petition provides students an opportunity to request an additional attempt of a course. Courses for which a substandard grade was previously earned may be repeated up to two times, and courses for which a standard grade was earned may not be repeated. Some ARC courses have been designated as repeatable – please check your course repeat limit in the current ARC catalog.

## INSTRUCTIONS

- Complete the student information section at the top of the form.
- Section ① - Carefully read the **Notice to Student**.
- Section ② - Fill in the course information for the course that you are requesting to repeat.
- Section ③ - Check the box next to the exception that applies to your situation. Only the exceptions listed are eligible to petition. Attach required documentation. Sign and date this section.
- Section ④ - The signature of a counselor is required for processing, unless you are requesting to repeat a special class as part of an accommodation, in which case the signature of your DSPS counselor is required for processing.
- Please turn in this petition for processing at the Enrollment Services Office in the Administration Building, or at eServices.

## PLEASE NOTE

- If the enrollment in the second course will occur after the 'Last Day to Enroll', a Student Petition for a Late Add must be completed and turned in with this petition. Otherwise, an add slip must be completed and turned in with this petition.
- This form is available at the ARC Enrollment Services Office, the eServices Registration Lab, and on the ARC website. An example of a completed form is available on the website for use by staff, faculty and students.
- You may submit this form at the ARC Enrollment Services Office or the eServices Registration Lab.

**You will be notified by e-mail of action taken  
approximately 10 business days after you have submitted your Petition.**