

## Course Repeat Petition

Please complete the following. PRINT legibly and clearly.

Student ID Number  
**8675309**

(Enrollment Staff Only)  
**Received by/date:**

NAME R.E. Peater DAY PHONE (916) 867-5309 DATE 6/1/2016

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

**\*Enrollment must be completed in person.\***

① **Notice to Student:** Repetition of courses must be conducted in compliance with Title 5 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 course have been designated as repeatable – please check your course repeat limit in the current ARC catalog.

② **Course Information** (see instructions on page two) \*ARC Course Only\*

Course Title (e.g. Biol 102): Biol 102 Semester/Term Applicable:  Summer  Fall  Spring Year: 2016

③ **Check the exception that applies to you:** (Documentation must be attached)

- Repeating a course to meet a legally mandated training requirement, or due to a significant change in industry or licensure standards as a condition of continued or volunteer employment. **Documentation must be attached to show that course repetition is necessary for employment. All grades and units will be counted when calculating 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: R.E. Peater Date: 6/1/16

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

Counselor's Recommendation: I support request

Counselor's Signature: seller, Count Date: 6/1/16

### ENROLLMENT SERVICES ADMINSTRATOR USE ONLY

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

Administrator's Signature (Enrollment Services Only)

Date

**REPEAT CODES**

- YAPC
- YAPD
- NAPC
- NAPD
- ALLW

**ACTION TAKEN**

Tracking Log  Processed  Phone  Not Processed

Processed By/Date: \_\_\_\_\_

Comments: \_\_\_\_\_

**ADDITIONAL ITEMS NEEDED to COMPLETE PROCESS**

- Add Slip  Exceed Unit Petition
- Late Add Petition
- Pre-Requisite Equivalency Form
- Other: \_\_\_\_\_



# 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.
- **Submit** this form at the ARC Enrollment Services Office or the e-Services Registration Lab.

## **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.
- **Submit** this form at the ARC Enrollment Services Office or the e-Services Registration Lab.
- **Fax and email submission will not be accepted.**

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