



# Course Repeat Petition

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_

STUDENT ID NUMBER \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

CITY, STATE, ZIP CODE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

COURSE \_\_\_\_\_ SECTION \_\_\_\_\_

SEMESTER \_\_\_\_\_

Approval to repeat a course will only be granted on the conditions below. Please check the box next to the condition that applies to you. It is the student's responsibility to provide documentation which supports the reason for repeating. **Petitions submitted without documentation will be denied.**

Repeating a course to meet a legally mandated training requirement as a condition of continued or volunteer employment. Regardless of whether or not a substandard grade (D, F, FW, NC, or NP) was previously earned, the grade and unit credit shall be included each time for the purpose of calculating the g.p.a. **Documentation must be attached to certify that course repetition is necessary to complete legally mandated training.**

Repeating a course beyond the maximum times allowed, regardless of substandard or non-substandard grade earned, due to extenuating circumstances. I understand the previous grade and unit credit will be disregarded in computing the g.p.a., and that a withdrawal is a non-evaluative symbol and does not alleviate a substandard grade. *Course repetition based on extenuating circumstance may only occur once. Extenuating circumstances is defined as verified cases of accident, illness, or other life changing events beyond the control of the student.* **Documentation verifying extenuating circumstance must be attached.**

Repeating a course due to a significant lapse of time (at least 36 Months), where a passing grade (CR, P, or C or better) was previously earned. The institution I am transferring to requires this course be taken recently and it has been at least 36 months since I last took the course. If approved, I understand *all coursework shall remain on the student's permanent record. The previous grade and credit will be disregarded in the computing of the g.p.a. Course repetition based on significant lapse of time may only occur once.* **Documentation verifying the transfer institution recency requirement must be attached.**

Repeating a course due to a significant change in industry or licensure standards since I last took the course and the course is required for employment or licensure. The grade and unit credit shall be included each time for the purpose of calculating the g.p.a. **Documentation verifying the significant change in standards and requirement for employment or licensure must be attached.**

Repeating a course that is currently in progress at Mendocino College and the grade has not posted. **Notification that a substandard grade will be earned must be submitted from the instructor of record.**

I am a red-shirted or grey-shirted athlete and need to repeat this course as it is specifically required for conditioning or skill development for the sport. **Verification of red/grey-shirt status must be submitted from the Athletic Director and the request must be approved by the Dean of Instruction.**

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_

-----**FOR OFFICE USE**-----

Approved

Denied

A&R Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved

Denied

Dean of Instruction Signature: \_\_\_\_\_

Date: \_\_\_\_\_