

Course Repeat Petition Instructions

Instructions to Student:

- Read the information below to determine petition request.
- Complete and sign page 1 of the petition. Attach a **typed** statement and relevant documentation.
- Attach your unofficial De Anza College transcript from *MyPortal*.
- Attach your Degree Works education plan approved by a Counselor.
- Submit the petition and attachments to the Office of the Vice President of Student Services, Administration Building (ADM) suite 122.
- You will be notified by **email** whether your appeal was approved or denied.
- Fees are due and payable at the time of registration.
- Appeal results are not discussed via telephone.

Please submit your petition at least 30 days before the start of the quarter in which you want to enroll. Petitions turned in after the quarter begins may not be approved for that quarter.

Types of Enrollment (Repeat) Petitions

Extenuating Circumstances (Title 5 55045, 58161)

Extenuating circumstances are verified cases of ***accidents, illness, or other circumstances beyond the control of the student***; official supporting documentation is required.

- Student has received multiple substandard grades for a ***non-repeatable*** class and has enrolled in the course 3 times.
- Due to extenuating circumstances, the student is seeking approval to repeat the class.
- If approved, grades from the last two attempts will be counted in the student's GPA.

Significant Lapse of Time (Title 5 55040, 55040.2)

- Significant lapse of time: 5 years from the last time class was completed.
- Student has received a satisfactory grade for a ***non-repeatable*** class and is seeking approval to repeat the class.
- Student may take the class for the fourth and final time.
- If approved, grades from the last two attempts will be counted in the student's GPA.

Legally Mandated for Training/Employment Student (Title 5 55050.2)

- Due to training or employment requirements, the student is seeking approval to repeat the class.
- A student may petition as many times as necessary, but must provide verification of the legally mandated requirement with each petition.
- The college is allowed to receive apportionment for any subsequent attempts.
- If approved, grades from the last two attempts will be counted in the student's GPA.

If the reason for your request does not meet one of the above criteria, you are not eligible to petition repeat the class for a fourth time.



Course Repeat Petition (to enroll in a course a fourth time)

If the reason for your request does not meet one of the criteria below, you are not eligible to petition to repeat the class.

Please mark the type of repeat petition you are requesting:

- Extenuating Circumstances** – Attach **typed** statement explaining nature of extenuating circumstances, documentation, DegreeWorks education plan, and unofficial De Anza College transcript.
- Significant Lapse of Time** – Attach **typed** statement, DegreeWorks education plan, and unofficial De Anza College transcript.
- Legally Mandated for Training/Employment Student** – Official verification from training program or employer required and unofficial De Anza College transcript.

Step 1: Complete the following contact information.

Student Name _____ Student ID # _____

Address _____ City _____ Zip _____

Phone: _____ E-Mail: _____

Step 2: Complete the following course information.

How many times have you taken this course? (List term/year & grade received for each attempt.)

1) Term/Yr _____ Grade _____ 3) Term/Yr _____ Grade _____

2) Term/Yr _____ Grade _____ 4) Term/Yr _____ Grade _____

Course, Section Number, & Title requested for repeat class: _____

Add Code Required if Class Section is Closed: _____

Quarter: Fall Winter Spring Summer Year _____

Step 3: Attach a separate sheet with your typed responses to the questions below.

- a. What are the specific extenuating circumstances and/or causes that led to your lack of successful completion in your last enrollments?
- b. How have your circumstances changed to allow you to earn a passing (non-substandard) grade if your request is approved?
- c. Why do you need to repeat this course to achieve your educational goals (employment, degree/certificate, or transfer)?
- d. In addition to attending class regularly, completing assignments, and using a tutor, what are the steps you will take to ensure your success in this course?

Step 4: Attach Required Supporting Documentation.

- Copy of your current DegreeWorks education plan developed with a Counselor.
- Extenuating circumstances supporting documentation and statement.
- Unofficial copy of recent De Anza College transcript from *MyPortal*.

Step 5: Read and Sign the Statement Below.

I understand that fees are due and payable at the time of registration if my petition is approved. I also understand that once registered, the transaction may not be reversed. If I choose not to attend the above listed class, it is my responsibility to drop by the established deadline to receive a refund and a failing grade for the course.

I understand that this is the **last time** that I am allowed to enroll in this course at the Foothill-De Anza Community College District (this applies to the first two petition criteria).

Student Signature: _____ Date: _____

Step 6: Submit Completed Petition and Supporting Documentation to the Vice President.

Completed by Vice President	
<input type="checkbox"/> Approved for apportionment. <input type="checkbox"/> Denied, insufficient documentation. <input type="checkbox"/> Denied, Per Title 5 regulations, student has exhausted all attempts and no more repetitions are allowed for this course.	
Comments: _____ _____ _____	
Signature: _____	Date: _____
Sent to Admissions & Records: Date _____	

Completed by Admissions & Records	
Registered by/Date: _____ Waitlisted* Not Registered by/Date: _____	
Course & Section Number for repeat: _____	
Add Code Required if Class Section is Closed: _____	
Quarter: <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year _____	
Comments: _____ _____ _____	
Signature: _____	Date: _____