

Office Initial \_\_\_\_\_

**Victor Valley College  
PETITION FOR COURSE REPEAT**

Name: \_\_\_\_\_ ID# \_\_\_\_\_  
Address: \_\_\_\_\_ Phone # \_\_\_\_\_  
\_\_\_\_\_ Date of Request \_\_\_\_\_

Indicate semester in which course will be repeated: \_\_\_\_\_  
*(If course not repeated in semester indicated, a new petition must be resubmitted)*

**Fill out this section for repetition of course with a substandard grade of D, F, or NC**

1. **Original Course**  
 Course Name: \_\_\_\_\_ Section # \_\_\_\_\_  
 Instructor: \_\_\_\_\_ Semester/Year \_\_\_\_\_  
 Grade: \_\_\_\_\_
  
2. **First Repetition**  
 Course Name: \_\_\_\_\_ Section # \_\_\_\_\_  
 Instructor: \_\_\_\_\_ Semester/Year \_\_\_\_\_  
 Grade: \_\_\_\_\_

Explain and document those special circumstances beyond your control, which resulted in a substandard grade the first time you repeated this course. Also, describe why you need a second repetition. NOTE: Only the first grade received for the course will be marked for repeat and excluded from the GPA. The grades and units received in all repeats will be used in the calculation of the GPA. All grades and credits will be noted on the transcript.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Fill out this section for repetition of course with a grade of "C" or better**

Course Name: \_\_\_\_\_ Section # \_\_\_\_\_  
Instructor: \_\_\_\_\_ Semester/Year \_\_\_\_\_  
Grade: \_\_\_\_\_

Explain why it is not possible to audit this course and how at least one of the following special circumstances applies. Attach documentation.

1. A significant number of years have passed since the course was first completed.
2. There have been changes in the course since the course was first completed.
3. Knowledge or skills are needed in order to be able to progress to the next higher-level coursework.
4. Enrollment in the course for credit is required for re-certification in a technical field.

Only the grade and units for the first course are used in calculating graduation requirements, but the repeated course grade and units do appear on the transcript.



Approved	Denied	Signature	Date
_____	_____	_____	_____
_____	_____	_____	_____