



**Victor Valley College**  
Return completed petition to  
**ADMISSIONS & RECORDS OFFICE**

**PETITION FOR COURSE REPETITION**

Students who have received any combination of W, D, F, FW, NP, or NC in the same course for a total of three times may not repeat the course. A course in which a grade of "C" or better was received may not be repeated unless such repetition is provided for in the official course description or by District policy. Only under specific conditions can a course be repeated in which a satisfactory grade ("C" or better) was earned or when the course was taken three times as noted above. Reference: Title 5: Sections 55000; 55023; 55040-55046; 58161

PLEASE PRINT ALL INFORMATION CLEARLY

<b>Student Name</b> – Last, First, M.I.	<b>Student ID #</b>
<b>Address</b> – Street, City, State, Zip	
<b>Email</b>	<b>Phone</b>

I am requesting to repeat the following course:

Write in information about your previous attempts with completing this course:

Course Name	Units	Grade	Semester and Year taken

*Instructions to Student:*

- Attach a typewritten paragraph that briefly and clearly explains why it is necessary to repeat this course, along with documentation that supports your assertion.
- Submit this petition to Admissions and Records in Building 52.

I am requesting to repeat a course for the following reason:

- Significant Lapse of Time with recency requirement (Title 5 – 55043)**  
A student may repeat a course, one time, if it has been at least 36 months since a standard grade ("C" or better) was earned **AND**; a recency prerequisite for a VVC course or program is required or; there is a documented recency requirement at an institution where the student is transferring.
- Legally Mandated Training Requirement (Title 5 – 55041)**  
The student is required to certify or document that course repetition is legally mandated. The grade and credit will be included in the student's grade point average each time the course is taken. Please attach documentation.
- Disabled Students as part of a Disability-Related Accommodation (Title 5 – 55040 (c)(7), 56029)**  
Special classes for students with disabilities can be repeated any number of times based on an individualized determination that such repetition is required as a disability-related accommodation for that particular student. Please attach documentation.
- Extenuating Circumstances (Title 5 – 55045)**  
A student may petition to repeat a course where a previous standard or substandard grade was earned, one time, for extenuating circumstances based upon extreme documented, verifiable situations beyond the student's control. Please attach documentation.
- Significant Change in Industry or Licensure Standards (Title 5 – 55040 (b)(9))**  
The student is required to certify or document that there has been a significant change in industry or licensure standards necessitating course repetition and that repetition is necessary for employment or licensure. Please attach documentation.

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

<b>Committee Decision:</b>				
<b>Approved</b>	<b>Denied</b>	<b>Signature</b>	<b>Date</b>	<b>Comments:</b> _____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Student notified on:** \_\_\_\_\_