



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

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

I am requesting to repeat the following course:

Please list previous course information below:

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 appropriate documentation as described below.
- 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**
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; OR if there is a properly established recency prerequisite for a course or program pursuant to section 55003; OR if there is a documented recency requirement at an institution where the student is transferring.
- Legally Mandated Training Requirement**
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**
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**
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**
The student is required to certify or document that there has been a significant change in industry or licensure standards necessitating course repetition. Please attach documentation.

Student's Signature: _____ Date: _____

Committee Decision:

Approved	Denied	Signature	Date	Comments: _____
_____	_____	_____	_____	_____

Student notified on: _____