

# PETITION FOR COURSE REPETITION

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

Petition for Semester/Year: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First M.I.

Student ID # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_  
Number Street Apt.  
 \_\_\_\_\_  
City State Zip Code

Phone # (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_

**A. REQUEST TO ALLEVIATE SUBSTANDARD GRADE(S) D or F:**

1. A student may petition to alleviate a substandard grade (D or F) by enrolling in the same course again.
2. Upon completion of the repeated course, a student should complete this form and submit to the Admissions & Records Office to request the most recent grade earned be included in the cumulative grade-point-average. The previous attempt will be annotated on the student's records as completed and will no longer be calculated in the academic record.
3. If the equivalent course was completed at another college, the student must have an official transcript showing successful completion of the course mailed directly to Rio Hondo College Admissions & Records Office.

Course Title & Number	1 <sup>ST</sup> Semester/Year Taken & Grade	2 <sup>ND</sup> Semester/Year Repeated & Grade	IF 3 <sup>RD</sup> Semester/Year Repeated & Grade

**B. REQUEST TO REPEAT A COURSE FOR A THIRD AND FINAL TIME (D,F,NP,W):**

1. A student may petition through the Admissions & Records Office to repeat any course in which they have attempted twice and were unsuccessful in completing the course.
2. In computing the grade-point-average of a student repeating courses, the most recently earned grade shall be used.

Course Title & Number	1 <sup>ST</sup> Semester/Year Taken & Grade	2 <sup>ND</sup> Semester/Year Repeated & Grade	3 <sup>RD</sup> Semester/Year Repeat

***I ACKNOWLEDGE THAT THIS WILL BE MY LAST ATTEMPT TO TAKE THIS COURSE(S) AT RIO HONDO COLLEGE.***

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

(OVER)

**C. COURSE REPEAT WITH A PASSING GRADE (A,B,C,CR,P):**

1. A student may petition through the Admissions & Records Office to repeat any successfully completed course where it has been determined by the college that:
  - there has been a significant lapse of time and has a recency requirement
  - there has been a significant change in industry or licensure standards
  - the course is required to maintain a professional license or it is legally mandated
  - there are extenuating circumstances
  - student with disabilities repeating a special course
  
2. Successful completion of a course originally passed does not carry additional credit toward a degree or certificate nor replace the original grade (if granted, a course may be repeated once).

**I have read the guidelines listed above and I'm petitioning to repeat the following:**

Course Title & Number	1 <sup>st</sup> Semester/Year Taken & Grade	2 <sup>nd</sup> Semester/Year Repeated & Grade	3 <sup>rd</sup> Semester/Year Repeat

**Explanation:** Explain the reason for requesting to repeat the course(s) listed above. Include how circumstances have changed which will allow you to be successful in completing the course(s).  
 (For "Extenuating Circumstances", provide documentation to support your request.)

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**I understand that the previous grade(s) will remain on my transcript, and the exclusion of the grade is to be reflected in my cumulative grade point average.**

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

**\*\*\* DO NOT WRITE BELOW THIS LINE. FOR OFFICE USE ONLY \*\*\***

**DEPARTMENT REVIEW**

APPROVE: \_\_\_\_\_ DISAPPROVE: \_\_\_\_\_  
 DIVISION DEAN'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**ADMISSIONS & RECORDS**

(SG) Course repeated below 2.0  
 (EC) Extenuating circumstance  
 (ST) Significant lapse of time  
 Posted by: \_\_\_\_\_ Date: \_\_\_\_\_

Registrar's Signature: \_\_\_\_\_ Date: \_\_\_\_\_