



EL CAMINO COLLEGE
STUDENT PETITION FOR REPEAT DUE TO
SUBSTANDARD GRADES OR EXCESSIVE "Ws"
 SPRING 2014 SUMMER 2014 FALL 2014

SECTION 1.

Last Name	First Name	Student ID Number
Telephone Number	Alternate Telephone Number	
Course Name	Course Number	Section Number (optional)

SECTION 2.

A. ____ I received a substandard grade* or a "W" in the same class two times. I am requesting to enroll a third time.

B. ____ I received a passing grade the last time I was enrolled in the course. However, I am requesting to enroll again due to lapse of time. I certify that the lapse of time has been at least 36 months since I completed the course. I acknowledge that if I completed the course less than 36 months ago, then I will provide proof to the academic division that the college I wish to transfer to has a completion requirement of less than 36 months. I acknowledge that the burden of proof is on me.

C. ____ I enrolled in the course three times and received either substandard grades* or "Ws" in the course. However, due to extenuating circumstances I need to retake the class. I have attached an explanation and supporting documentation of the circumstances. In addition, I contend I have met the criteria of extenuating circumstances as set forth in the California Code of Regulations and the Policy and Procedure of the El Camino Community College District. (Note to Student: Please refer to the back of this form for instructions.)

D. ____ I am requesting to repeat a course per the regulations for Special Class Course Repeatability – Title 5 Section 56029. I have attached an explanation of how this course will benefit and contribute to my educational goals.

*Substandard Grade = "F" or "D" or No Credit or No Pass

SECTION 3.

Include all enrollments (attempts) in the course. Attach your academic transcript. See instructions on the back of this form.

Attempt	Term	Year	Grade Received

Student's Signature	Date
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Received By:	Date:	Reviewed By:	Date:
Circle One: Approved Denied		Approved/Denied By:	Date:
320 Review:	Date:	A&R Processor:	Date:

Comments:

EL CAMINO COLLEGE

INSTRUCTIONS FOR COMPLETING THE STUDENT PETITION FOR REPEAT DUE TO SUBSTANDARD GRADES OR EXCESSIVE “Ws”

Students – It is your responsibility to accurately complete this form, to attach explanations and justifications, and to provide all relevant documentation including but not limited to academic transcripts.

Section 1 – You must legibly print your full name including any previous name you may have used at El Camino College. Include your El Camino College student ID number. If you cannot remember your student ID number you may use your social security number. You must provide a working telephone number and an alternate number in the event we need to contact you. You must also provide the course name and course number that you wish to repeat. Including a section number is optional.

Section 2 –Please check the appropriate line in this section.

- A. *“I received a substandard grade* or a “W” in the same class two times”* –You may be permitted to enroll in the course a third time. However, you must fulfill the requirements set forth by the academic division responsible for the course. Failure to meet these requirements will result in a denial of the repeat petition.
- B. *“I received a passing grade the last time I was enrolled in the course. However, I am requesting to enroll again due to lapse of time”* –“District Policy may permit or require students to enroll again in a course pursuant to the significant lapse of time exception if the following conditions are met.” If you received a passing grade in the class not less than 36 months prior to term you seek to enroll or you must bring written proof that the program you seek to transfer to has a recency requirement of less than 36 months.
- C. *“I received either three substandard grades, three “Ws”, or a combination thereof. I understand I have reached the maximum number of attempts for the course, but I qualify for extenuating circumstances”* – You must meet the criteria as set forth by college policy and you must provide a detailed explanation justifying extenuating circumstances. Please read note below on extenuating circumstances.

Notes: (1) Grade alleviation (replacing a substandard grade with a passing grade in the calculation of grade point average) and “extenuating circumstances” apply only to credit non-repeatable courses, not to repeatable courses. If you reach the maximum number of repeats allowed by regulation but are nonetheless approved to repeat the course, the grade may only be used to meet area credit.

(2) Extenuating Circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. The student has the burden of proof to support a claim. Extenuating circumstances may be used once for a non-repeatable course. Extenuating circumstances cannot be used if the student has already used the course to obtain a degree at El Camino College or if the course was used in academic renewal. Any approved extenuating circumstance petition, subsequently found based on fraudulent documentation, may be reversed. Final decision on extenuating circumstances will be made by Admissions and Records. Repeatable courses cannot qualify for extenuating circumstances.

- D. You are requesting to repeat an Educational Development or Adapted PE course as an accommodation for your educational limitations. This course repetition is necessary as it contributes to your success in other courses, as preparation for other courses, or part of your educational goal. You must meet the criteria as set forth by Title 5 Section 56029 and you must provide a detailed explanation justifying the circumstances necessary for this repetition.

Section 3 – You must complete this section. You can obtain this information off your official or unofficial El Camino College academic transcript. Please refer to the example below.

Example

Attempt	Term	Year	Grade Received
1	Fall	2010	W
2	Summer	2011	F

You must sign and date this petition and turn it into the appropriate academic division/department for consideration. Submission of this petition does not guarantee approval.