



**EL CAMINO COLLEGE**  
**STUDENT PETITION FOR REPEAT DUE TO**  
**SUBSTANDARD GRADES OR EXCESSIVE "Ws"**

SPRING 20\_\_  SUMMER 20\_\_  FALL 20\_\_  WINTER 20\_\_

**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 **AND** the course is required by the district as a properly established recency prerequisite; or another institution of higher education to which I am seeking to transfer requires me to have taken the course more recently than my last enrollment. I acknowledge that if I completed the course less than 36 months ago, I must 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 received a passing grade the last time I was enrolled in the course. However, I am requesting to enroll again due to a significant change in industry or licensure standards. I certify that there has been a significant change in the industry or licensure standards since I previously took the course **AND** without retaking the course I cannot obtain or maintain my employment or license. I must provide proof that I meet these requirements. I acknowledge that the burden of proof is on me.
- D. \_\_\_ 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.)
- E. \_\_\_ I am requesting to repeat a course per the regulations for Special Class Course Repeatability\*\*. 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

\*\* Title 5 Section 56029

**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 \_\_\_\_\_

Dean's Signature \_\_\_\_\_ Approved  Denied  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”* – It must be at least 36 months since you completed the course **AND** the course must be required by the district as a properly established recency prerequisite; or another institution of higher education to which you are seeking to transfer requires you to have taken the course more recently than your last enrollment. You must provide proof of the recency requirement. Each division sets their own recency requirement. If you received a passing grade in the class less than 36 months prior to term you seek to enroll, you must bring proof that the program you seek to transfer to has a recency requirement of less than 36 months.
- C. *“I received a passing grade the last time I was enrolled in the course. However, I am requesting to enroll again due to a significant change in industry or licensure standards”* – This requirement is two-fold: there has been a **significant** change in the industry or licensure standards since you previously took the course, **AND** you must take the course again for employment or licensure. The change should be one that without the updated course, you could not obtain or maintain your employment or license. Adequate documentation must demonstrate the significant change in the industry or licensure standards since you previously took the course, **AND** your need to take the course again for employment or licensure. A letter from your current or prospective employer stating that you must take the course again for employment coupled with documentation of the significant change in the industry standard since you last took the course is an example of adequate documentation.
- D. *“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.

E. 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.



# El Camino College Compton Center

## Plan for Student Success in a Repeated Course

Name \_\_\_\_\_

Student ID \_\_\_\_\_

Name of Course you would like to repeat: \_\_\_\_\_

This will be the last time you are permitted to take the class. No more repeats can be approved for this course. This is your last chance!

In order to process your special request to repeat this course you must do the following:

1. You must **create a Success Contract** with a counselor which includes at least three (3) specific Strategies for Creating Success in this course.
2. **Sign and agree** to the Success Contract.
3. Have the **counselor sign the Success Contract**.
4. **Submit** completed Success Contract and Excessive Repeat form **to the Academic Dean**, along with a copy of your **unofficial transcripts** for approval.
5. **Return forms to Admissions and Records Office** for final processing.

When completing the Success Contract be sure to be specific. Remember truly motivating goals (strategies) need to have five qualities:

1. Motivating goals have *specific deadlines*.
2. They are *challenging but realistic*.
3. They are *your goals*, not someone else's.
4. They are *positive*.
5. They must state *specific outcomes and written in measurable terms*.

### Example strategies

1. I will go to every class on time, participate actively and will not leave class early.
2. I will make an appointment to see a Counselor to develop an educational plan. I will also update and follow my individual educational plan.
3. During office hours or before or after class, I will talk to my instructor every week to get an update on my grade, and I will follow the advice my instructor gives me to help me improve.
4. I will create a support network which includes study groups.
5. I will visit or call the Learning Resource Center for information about tutoring and other services provided.
6. I will purchase and begin reviewing the textbook before the course begins.
7. I will become a more responsible student in the classroom and on campus.
8. I will create a time management chart that realistically details how much time I need to complete my reading, homework, and quiz and test preparation for each of my classes.
9. I will do my best to work ahead of schedule and keep track of assignment due dates throughout the course.

**Complete Plan for Student Success on the back side**

**Required** – Write down three (3) specific strategies you will do DIFFERENTLY in the class this time.

1.

2.

3.

**Optional**– Consider adding two “Example Strategies” or other items you think would help you be successful.

4.

5.

Write the following, “I understand this will be the last time I will be allowed to take this course” on the lines provided Below:

---

---

---

By signing below, I agree to complete all of the items written above.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Office Use Only

Counselor Recommendation:    \_\_\_Yes            \_\_\_No            \_\_\_With Reservations

Comments:

---

---

By signing below, I acknowledge the student has created a Success Contract and that the student and I have reviewed it.

\_\_\_\_\_  
Counselor Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Counselor Signature