

## Course Repeat Petition

Student ID Number

(A&R Staff Only)

Received by/date:

Please complete the following. PRINT legibly and clearly.

NAME \_\_\_\_\_ DAY PHONE \_\_\_\_\_ DATE \_\_\_\_\_

\*Students must have completed and signed **ADD SLIP** or **LATE ADD PETITION** attached. \*

\*You will be notified of petition outcome via your **LRCCD Email Address**.\*

① **Notice to Student** Repetition of courses must be conducted in compliance with Title V Regulations, sections 55040 through 55046. A course may be repeated up to two times at any of the Los Rios colleges for which a notation of D, F, NC (No Credit), NP (No Pass) or W (Withdrawal) was earned. This regulation is effective across the district at all Los Rios colleges. If you took a course at any of the Los Rios colleges – American River, Cosumnes River, Folsom Lake or Sacramento City, this counts as one of your three attempts.

Once a student has received a satisfactory grade in a course, he or she may not repeat that course again. Some FLC courses have been designated as repeatable – please check your course repeat limit in the current FLC Catalog.

### ② Course Information (see instructions on page two)

Course Title (e.g. Biol 430) \_\_\_\_\_ Semester or Term Applicable:  Summer  Fall  Spring Year: \_\_\_\_\_

### ③ Check the exception that applies to you:

- Repeating a course to meet a legally mandated training requirement as a condition of continued or volunteer employment. **Documentation must be attached** to show that course repetition is necessary to complete a legally mandated training. All grades and units will be counted when calculating your GPA. (LRCCD R-7252 4.5, Title 5 § 55040)
- Repeating a course due to a significant lapse of time and when another institution of higher education to which a student seeks to transfer has established a recency requirement which the student shall not be able to satisfy without repeating the course in question. **Documentation must be attached**. The course repeat you are petitioning will be disregarded when calculating your GPA. (LRCCD R-7252 4.5.5, Title 5 § 55043)
- Repeating a course beyond the maximum number of times allowed due to extenuating circumstances during the most recent previous attempt. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. **Documentation must be attached**. The previous grade and credit will be disregarded when calculating your GPA. (LRCCD R-7252 4.6, Title 5 § 55045)
- My request for a repeat does not meet any of the above criteria. I understand that such requests generally cannot be approved. I am **attaching appropriate documentation** to support my request.

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

#### Administrator Use Only

Your petition has been reviewed and your request has been:  No Action  Approved  Denied

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

Processed

E-mailed

Action Taken

Processor's Initials/Date & Comments

# Folsom Lake College

## Course Repeat Petition

### PURPOSE OF THE FLC COURSE REPEAT PETITION

The Course Repeat Petition provides students an opportunity to request an additional attempt of a course. Courses for which a substandard grade was previously earned may be repeated up to two times, and in most cases, courses for which a standard grade was earned may not be repeated. Some FLC courses, however, have been designated as repeatable – please check the course repeat limit in the current FLC catalog.

### INSTRUCTIONS

- Complete the student information section at the top of the form.
- Section ①- Carefully read the **Notice to Student**.
- Section ②- Fill in the course information for the course that you are requesting to repeat.
- Section ③- Check the box next to the exception that applies to your situation. Only the exceptions listed are eligible to petition. **Attach required documentation**. Sign and date this section.
- Please turn in this petition for processing at the Admissions & Records Office in Aspen Hall on the FLC main campus – or the Student Services office at either the El Dorado Center or the Rancho Cordova Center.

### PLEASE NOTE

- If this enrollment will occur after the ‘Last Day to Add’, a Late Add Petition must be completed and turned in with this petition. Otherwise, an add slip must be completed and turned in with this petition.

**You will be notified by e-mail of action taken  
within 5 business days after you have submitted your Petition.**