



EXCESSIVE REPEAT PETITION DUE TO SUBSTANDARD GRADES OR EXCESSIVE "W's"

Term: SPRING 20__ SUMMER 20__ FALL 20__ WINTER 20__

SECTION 1.

_____	_____	_____	_____
Last Name	First Name	Student ID Number	Phone Number
_____	_____	_____	_____
Course Name	Course Number	Section Number (Optional)	

SECTION 2.

- A. ___ I am requesting to enroll a third time. I have received a D, F, W, EW, or NP in the same class two times.
- B. ___ I received a passing grade in the course, am requesting to enroll again.
- ✓ 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 am requesting to enroll again due to a significant change in industry or licensure standards.
- ✓ I received a passing grade the last time I was enrolled in the course, and 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. ___ Due to extenuating circumstances I need to retake the class a 4th time.
- ✓ I enrolled in the course three times and received a D, F, W, EW, or NP in the same class. However, due to extenuating circumstances I need to retake the class. **I have attached an explanation and supporting documentation of the circumstances.** Refer to the back of this form for what constitutes an extenuating circumstance.
- E. ___ I am requesting to repeat a course per the regulations for **Educational Assistance Classes****. 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 ** See information on the back of this form for eligible classes.

SECTION 3. Include all enrollments (attempts) in the course. Attach your academic transcript.

Attempt	Term	Year	Grade Received
1			
2			
3			

(STUDENTS) PRINT this statement below: *I understand this may be the last time I will be allowed to take this course.*

Student Signature _____ Date _____

OFFICE USE ONLY

A&R Processor: Approved Denied Comments _____ Date _____

COMPTON 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. All communications and decisions are sent to your college email address.

Section 1 – You must legibly print your full name. Include your Compton 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 if 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 have been 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 Compton 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 Assistance class 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 Compton College academic transcript. Please refer to the example below.

Attempt	Term	Year	Grade Received
1	Fall	2022	W
2	Summer	2023	F