

# Fresno City College

## Petition to Repeat a Course

Name: \_\_\_\_\_

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

Email: \_\_\_\_\_

Phone number: \_\_\_\_\_

### I am petitioning to repeat:

Course to be Repeated (e.g., PSY-2)	Term Requested
	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer _____ semester Year (YYYY)

### I received an unsatisfactory grade (F, D, NP, or W) and need to repeat the course:

[§ 55040(b)(2), 55042, [§ 55040(b)(5), 55045, § 55024(a)(9)]

for a 4<sup>th</sup> attempt (or greater) to get a passing grade.

You need to answer the questions on the back of the form and provide a comprehensive student education plan (SEP-C). Adding supporting documentation of your circumstances can help with the approval of this petition.

Please note that:

- Only the first two substandard grades will be excluded from your GPA.
- You will only be allowed to register **starting with the first day of class**. You will need to obtain an add code from the instructor and then contact Admissions & Records to register. (Approval only valid for 2 semesters)

### I received a passing grade (A, B, C, or P) and need to repeat the course because:

[§ 55040(b)(3), 55043]

there has been a **significant lapse of time** (no less than 36 months) since I last took the course **AND** is needed for a local recency pre-requisite or another institution of higher education.

- You need to provide 3<sup>rd</sup>-party documentation verifying the recency requirement.
- Please note that only your first passing grade will be included in your GPA.

[§ 55040(b)(9)]

there has been a **significant change in industry or licensure standards**

- You need to provide 3<sup>rd</sup>-party documentation verifying the significant change and requirement for employment.
- Please note that only your first passing grade will be included in your GPA.

[§ 55040(b)(8)]

the course is **legally mandated for employment or licensure**

- You need to provide 3<sup>rd</sup>-party documentation verifying the required training.
- Please note that both your first passing grade and your repeated grade will be included in your GPA.

[§ 55040(b)(5), 55045]

my previous passing grade was the result of **extenuating circumstances** (defined as verified cases of accidents, illness, or other circumstances beyond the control of the student)

- You need to provide a comprehensive student education plan (SEP-C) and verifiable 3<sup>rd</sup>-party documentation.
- Please note that only your first passing grade will be included in your GPA.

Student Name: \_\_\_\_\_

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

1. Explain why you have been unable to complete college work successfully. Present all relevant information. Please attach your evidence, e.g., copies of court records, letters from employers, any other third-party evidence that verifies your situation.

2. Explain how you will be successful in college in the future. What has changed that will enable that success?

**FOR OFFICE USE ONLY**

Previous Petitions:  Yes  No Term: \_\_\_\_\_ Verified by: \_\_\_\_\_ STPE code: \_\_\_\_\_

1 <sup>st</sup> attempt	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	Year: _____	Grade: _____
2 <sup>nd</sup> attempt	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	Year: _____	Grade: _____
3 <sup>rd</sup> attempt	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	Year: _____	Grade: _____
4 <sup>th</sup> attempt	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	Year: _____	Grade: _____

Process Date: \_\_\_\_\_ By: \_\_\_\_\_ STPE code: \_\_\_\_\_ Copy to Student Date: \_\_\_\_\_ By: \_\_\_\_\_

ASC Date: \_\_\_\_\_  Approved  Denied ASC Designee: \_\_\_\_\_

Unfunded:  Yes  No Comments: \_\_\_\_\_