

\_\_\_\_\_  
**Student Name** (Please Print)

\_\_\_\_\_  
**Term and Year**

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

**REPEAT PETITION  
STANDARD/SUBSTANDARD WORK**

**TO THE STUDENT:** A student who has earned a substandard grade of D, F, and/or NP in a credit course at Taft College may repeat the course two times for the purpose of grade alleviation. A student who has earned a standard grade of A, B, C, and/or P in a credit course at Taft College may petition to repeat the course when certain circumstances apply. W's are counted in attempts for repeat purposes. A student may repeat a course for which standard or substandard work has been recorded by obtaining the written permission of the Registrar, **PRIOR TO THE TIME OF REGISTRATION.**

Courses repeated under this policy will be counted as part of the student's maximum study load. Nothing can conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors, or with Title 5 or district procedures relating to retention and destruction of records.

SUBJECT	NUMBER	TERM COURSE TO BE REPEATED:	<input type="checkbox"/> Spring <input type="checkbox"/> Fall <input type="checkbox"/> Summer  Year: _____
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**LIST BELOW ALL PREVIOUS ENROLLEES IN THIS CLASS**

#	TERM	YEAR	GRADE
1			
2 *			
3			
4**			
5			
6			

**\*\* For Substandard Grade Repeats, if this is your third or more attempt at Taft College, you must complete the remainder of this form and receive approval before registering.**

**\* For Standard Grade Repeats, if this is your second attempt, you must complete the remainder of this form and receive approval before registering.**

Please check the reason(s) you are retaking the course (**Documentation must be attached on page 3**):

- \_\_\_\_\_ 1. A student may repeat a non-repeatable course if there has been a significant lapse in time of no less than 36 months and there is a recency prerequisite for a course or program (T5, 55043(a)(1); or, another college in which the student wants to transfer has a recency requirement that is necessary for transfer. T5, 55043(a)(2).
- \_\_\_\_\_ 2. Institution I am transferring to requires this course to be taken recently (Documentation must be attached)
- \_\_\_\_\_ 3. The previous grade was the result of extenuating circumstances. Extenuating circumstances are verified cases of accident, illness, or other life changing events beyond the control of the student.
- \_\_\_\_\_ 4. Course content has changed because of changing technology or principles. Must be able to verify.
- \_\_\_\_\_ 5. Course repetition is required as a special academic accommodation for a qualified DSPS student (Title V, Section 56029.) The class must have the "Special Class" designation.
- \_\_\_\_\_ 6. Course repetition is required to meet legally mandated training requirements that are a condition of continued paid or volunteer employment. Documentation is required.
- \_\_\_\_\_ 7. Other please explain: \_\_\_\_\_

**A petition to repeat must be submitted for one of the reasons below:**

Reason to repeat:	Will this petition be approved?
1. Student received an A, B, C, P in a credit class and wants to improve grade.	No, unless reasons #3, 4 or 5 apply. 55042 (b)
2. Student received a D, F, NP or W after attempting a credit class a total of three times.	No, unless reasons #3 or #6 applies. 55024 (a)(9), 55040, 58161
3. Course is mandated for training requirements as a condition of continued paid or volunteer employment. 55041(b)	Yes – student can repeat unlimited number of times. Must provide statement from employer or a signed affidavit that the course is necessary to meet legally mandated training as a condition of paid or volunteer employment. Regardless of whether or not a substandard grade was previously earned, the grades and unit credit shall be included each time for the purpose of calculating the GPA.
4. Significant Lapse of Time (55043)	Yes, for students with standard grades (A, B, C, P) and (3) three years have elapsed since the last satisfactory grade was posted at Taft College. Previous grade and credit will be alleviated by the rule. Course repetition based on significant lapse of time may only occur once.
5. Recency requirement is mandated for current coursework or degree.	Yes, for students with standard grades (A, B, C, P) and 3 years have elapsed at Taft College. Student must provide documentation of recency requirement mandate. Previous grade and credit will be alleviated by the rule.
6. Extenuating Circumstances (55045) accident, illness, or other life changing events beyond the control of the student.	Yes, for students with substandard grades. Valid documentation is required to support circumstances that specifically relate to the date of the course. Previous grade and credit will be alleviated by the rule.
7. Three (3) withdrawals have been processed for the same course.	No, unless #6, extenuating circumstances, existed. Valid documentation is required to support the circumstance.
8. Repeated a course taken at another college	No, substandard grades earned at another institution will be alleviated by repeating a course at Taft College. There are no exceptions.
9. Special Course Repetition (56029) for Students with Disabilities	Yes, there is no limit as long as the course has a “Special Class” designation for students with disabilities; and the class is required due to a disability related accommodation. Students must be receiving accommodations through DSPS. Previous grade and credit will be alleviated by the rule.

***If you are requesting to repeat a class due to extenuating circumstances, documentation and an explanation must be attached.***

**Explanation of Extenuating Circumstances (If you need more room please add an additional page to this form)**

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I understand I must attach required documentation. Failure to attach appropriate documentation may result in the denial of my request. (Submission of petition does not guarantee approval.)

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

\_\_\_\_\_  
Counselor/Advisor Date

Student Phone Number: \_\_\_\_\_

If the petition is not approved, would you, the student like to appeal the decision through Academic Policies and Procedures Committee?  Yes  No

The petition will automatically be forwarded on your behalf if the petition is denied and you specify yes above.

For Office Use Only

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\_\_\_\_\_  
Coordinator of Counseling Date  
(Signature required for 3 or more attempts)

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Approved Select repeat type (circle): FTES No-FTES

Denied Reason: \_\_\_\_\_

**Signature of Approval:**

\_\_\_\_\_  
Registrar Date

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Student Contacted within 48 Hours

\_\_\_\_\_  
Counselor/Advisor Date

**PROCEDURE**

- A petition to repeat a course is required upon completion of the third attempt prior to the fourth attempt.
- Student will obtain the petition to repeat a course in the Counseling Center or online prior to registration.
- Student will complete the petition and return the form to student's advisor/counselor.
- Denial may be appealed through the Academic Policies & Procedures Committee. Please see your counselor/advisor for more information.

Academic Records Office

Recorded by: \_\_\_\_\_ Date \_\_\_\_\_

