Course Repeat Petition

FORM MUST BE FILLED OUT COMPLETELY IN ORDER TO BE PROCESSED. PETITION REQUESTS MUST INCLUDE ALL SUPPORTING DOCUMENTATION.

Student Name (print)  Student I.D #  Date of Birth

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>MI</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Phone</td>
<td>Cell Phone</td>
<td>Email</td>
<td>City</td>
</tr>
</tbody>
</table>

Check Semester:  ☐ Fall  ☐ Spring  ☐ Summer  Year: _______

CRN #  COURSE #  ADD CODE

☐ Program prerequisite requires the course be completed within a recent timeframe. Significant lapse of time (3 years must have passed) since receiving a passing grade in the course. (Documentation from the program required)

☐ Legally mandated training requirement or training program i.e., EMT, Paramedic, Police Officer, Fire Officer, LVN, RN. (Documentation required)

☐ Significant change in industry standards for employment or licensure. (Documentation required)

☐ Students with disabilities repeating a special DSPS class.

☐ Substandard grade of D, F or NP (No Pass), or Withdrawal due to extenuating circumstances. (Documentation required). IMPORTANT: See Course Repetition Types.

Student Signature: ___________________________ Date: ________________

To Be Completed by the Department Chair

☐ Recommend Approval (Return to Conlan Hall, E107)  ☐ Denied (Return to Student)

Department Chair Name (Print name clearly)  Signature (Required)  Date  Phone #  Mailbox

Completed by the Dean of Admissions and Records

☐ Approved  ☐ Denied (Insufficient Documentation)  ☐ Denied (Per Title 5 Regulations)

Comments: ____________________________________________

Name: ___________________________ Signature: ___________________________ Date: ________________

A&R Office: Received by: ________________ Processed by: ________________ Date: ________________

A & R form – 01/2016
Course Repeat Petition Instructions

If you have received a satisfactory grade in a credit course, you may not enroll again.
If you have received a substandard grade (D, F, W, NP), you are limited to a total of three enrollments.

1. Identify the type of Course Repetition you are petitioning for.
2. Contact the instructor of the course and obtain an Add Code for the course.
3. Prepare a written statement explaining why you need to repeat the course.
4. Provide a copy of the documentation you are required to submit with the petition
5. Sign the petition.
6. Obtain the Department Chairperson’s approval signature.
7. Submit the completed packet to Admissions and Records, Conlan Hall, E107.
8. You will be notified by email if your petition has been approved or denied. A&R staff will add you to the class once your petition is approved. Fees are now payable.

COURSE REPETITION TYPES

1. A professional or vocational program prerequisite requires the course be completed within a recent timeframe. There must have been a significant lapse of time (three years) since receiving a passing grade in the course. Documentation from the program is required.

2. A training program mandates the course be repeated every licensing period i.e., EMT, Paramedic, Police Officer, Fire Officer, LVN, RN. Documentation from the licensing board is required.

3. There are significant changes in the industry or licensure standards since the student previously took the course and the student must take the course again for employment or licensure. Documentation of the changes, employment or licensing requirements is required.

4. You are a DSPS program student and there is a need for you to repeat a DSPS course.

5. You have enrolled in the course at least two times and received substandard grades (D, F, NP, or W). You may repeat the course again due to extenuating circumstances. Documentation of the circumstances is required (Accident, Health, Jury duty, Work Conflict, Incarceration, Extended Litigation, Military Service, Family Emergency). If the student has previously received three W’s for the course, a letter grade must be assigned to the fourth (4th) enrollment.