

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

*** Incomplete petitions will not be accepted.**

Course Repeat Petition Instructions

1. Select the semester to register for.
2. Enter the 5-digit course registration number, subject, and course level for the course to be repeated.
3. Select the type of Course Repetition. (See below for repeat type details.)
4. Prepare a written statement explaining why the course must be repeated.
5. Provide a copy of the documentation required to submit with the petition.
6. Sign the petition.
7. Obtain the Department Chairperson's approval signature. For Department Chair information, please visit www.ccsf.edu/academics/schools
8. If a student is petitioning to repeat and the course is full and/or instruction has begun, please attach Class Add Request approval email OR obtain instructor's signature on or after the class start date.
9. If student is petitioning to repeat this course to alleviate a substandard grade due to extenuating circumstances, please attach Class Add Request approval email OR obtain instructor's signature on or after the class start date. Visit www.ccsf.edu/adddrop-procedure for more information on Class Add Requests.
10. Submit the completed packet to the Registration Center via email to register@ccsf.edu.
11. Student will be notified by email if the petition has been approved or denied. If approved, students may attempt to register in the myRAM Portal. 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. Student is part of a DSPS program and there is a need to repeat a DSPS course.
5. Student has enrolled in the course at least three times and received substandard grades (D, F, NP, or W). If student can demonstrate extenuating circumstances, they may repeat a course one more time (4th enrollment) to alleviate a substandard grade. 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.

Students who need to repeat a previously-passed course due to documented legal mandates or program or training requirements may register for their required class during normal registration period before the start of the semester. Students who need to repeat a course because of a substandard grade may attempt to register starting on the first day of instruction.

The COVID-19 exemption allowing students to repeat a course in which they earned a passing grade in the Spring 2020 semester is no longer available. This exemption expired on June 30, 2020.

For Questions, please contact the Registration Center at:

Office phone: 415-239-3858 / Email: register@ccsf.edu / Fax: 415-239-3735



REGISTRATION CENTER

Course Repeat Petition

FORM MUST BE FILLED OUT COMPLETELY AND SUBMITTED WITH REQUIRED DOCUMENTATION IN ORDER TO BE PROCESSED.

ALL REQUIRED DOCUMENTATION AND SIGNATURES MUST BE RECEIVED WITHIN 7 DAYS FOR YOUR PETITION TO BE REVIEWED.

To be completed by student

Last Name	First Name	MI	Student I.D #	Date of Birth
Address		City		State Zip code
Phone Number		Email		

Select semester to repeat course:	Fall	Spring	Summer	Year:
5-digit Course Registration Number (CRN):		Subject & Course Level (Example: ENGL 1B):		

Select reason for repeating course. (See instructions page for more details on course repeat types.)

<input type="checkbox"/>	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)
<input type="checkbox"/>	Legally mandated training requirement or training program i.e., EMT, Paramedic, Police Officer, Fire Officer, LVN, RN. (Documentation required)
<input type="checkbox"/>	Significant change in industry standards for employment or licensure. (Documentation required)
<input type="checkbox"/>	Students with disabilities repeating a special DSPS class
<input type="checkbox"/>	Substandard grade of D, F or NP (No Pass), or Withdrawal due to extenuating circumstances. (Documentation required)
Student Signature	
Date	

To be completed by Department Chair

<input type="checkbox"/> Recommend Approval	<input type="checkbox"/> Denied (Return to Student)
Department Chair Name	Department Chair Signature Date

If student is petitioning to repeat this course to alleviate a substandard grade due to extenuating circumstances, or the course has begun, please attach Class Add Request approval email OR obtain instructor's signature on or after the class start date.

Instructor Name	Instructor Signature	Date
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To be completed by the Dean of Admissions & Records

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied (Insufficient Documentation)	<input type="checkbox"/> Denied (Per Title 5 Regulations)
Comments:		
Dean of Admissions & Records Name	Dean of Admissions & Records Signature	Date

For REG Office: Received by:	Processed by:	Date:
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