PETITION FOR COURSE REPETITION
In Excess of Maximum Allowable Enrollments

According to California Code of Regulations Title 5 Section 55040, 55024, 55042, 55045 and 58161, a student may repeat a course (excluding courses identified as repeatable in the college catalog) for a maximum of three enrollments in pursuit of a passing grade. Enrollment occurs when a student receives an evaluative (D, F, NP) or non-evaluative symbol (W) and may not exceed three.

Course repetition and enrollment in excess of the maximum may be permitted in the following circumstances with the written approval of both the instructor and the Scholastic Standards Committee. You may be eligible for an exception if:

- Extenuating circumstances justify a repetition in excess of the maximum enrollment of three, and
- You qualify based on current assessment scores, and/or
- Required prerequisites or suggested course advisories as outlined in the college catalog are met

**Step 1: Complete the following personal information.**

Name ____________________________________________  SBCC ID  K __ __ __ __ __ __ __ __

Pipeline Email ________________________________@pipeline sbcc.edu Phone ________________________________

**Step 2: Complete the following course information.**

Course to be repeated:

<table>
<thead>
<tr>
<th>Course Title (e.g. ENG 110)</th>
<th>Semesters/Years Previously Registered</th>
<th>Semester/Year Course is to be Repeated</th>
</tr>
</thead>
</table>

**Step 3: Attach a separate sheet with your responses to the questions below.**

a. What are the specific extenuating circumstances and/or causes that led to your lack of successful completion in your previous enrollments? (NOTE: Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student and official supporting documentation is required.)

b. Why do you need to repeat this course to achieve your educational goals (employment, degree/certificate, or transfer)?

c. How have your circumstances changed to allow you to be successful if your request is approved?

d. In addition to attending class regularly, completing assignments, and using a tutor, what are the steps you will take to ensure your success in this course?

**Step 4: Obtain approval for repetition from the instructor of the course in which you wish to register.**

For online courses, you may attach an email from the instructor noting his/her approval.

X ____________________________________________  Date

Instructor Approval / Signature

**Step 5: Attach supporting documentation.**

☐ Required: Copy of your current SBCC Student Education Plan developed with an Academic Counselor.

☐ Official verification of extenuating circumstances.
Step 6: Sign, date, and return the completed petition and supporting documentation to Admissions & Records or fax to (805) 962-0497. Incomplete petitions will be returned with no action taken.

☐ I acknowledge that my petition must be submitted no later than two weeks prior to the semester start date in order to be reviewed by the Scholastic Standards Committee.
☐ I acknowledge that Admissions & Records will send the results of my Petition for Course Repetition to my Pipeline email account.
☐ I acknowledge that petition approval does not guarantee me a seat in the course and that my registration is dependent on satisfactory completion and clearance of stated prerequisites.

X

_______________________________             _______________________________
Student Signature                  Date

| For Office Use Only:               | Comments: ____________________________________________ |
| □ Approved                        | ____________________________________________________ |
| □ Denied                          | ____________________________________________________ |
| □ More information requested      | ____________________________________________________ |
| □ Incomplete petition / No action | ____________________________________________________ |

| Scholastic Standards Committee    | Date       |
|__________________________________|------------|
| Notified:                         | ____________________ |
| Processed by:                     | ____________________ |

Revised 03/21/12