

Petition to Repeat a Course

_____ Last Name _____ First Name _____ LCCID

_____ Phone Number _____ E-Mail

A course repeat petition may only be granted based on the conditions below. If none of the conditions apply, the repeat petition will be denied.

Indicate the course name and section you wish to enroll in below.

Course: _____ **Section Number:** _____ **Semester:** _____

Term/Year	Grade Received

Check the box next to the condition that applies to you:

Repeating a course to alleviate a substandard grade: a substandard grade (D, F or NP) and/or a withdrawal (W) has been earned two times. If a withdrawal (W) from the course occurred on the third attempt, the course cannot be repeated a fourth time. The previous grade and unit credit will be disregarded in computing the GPA for the previous two instances of substandard repetition. The course will be annotated such that the GPA calculation will reflect the most recent grade. A withdrawal is a non-evaluative symbol and does not alleviate a substandard grade.

Repeating a course to meet a legally mandated training requirement as a condition of continued or volunteer employment. Regardless of whether a substandard grade (D, F, NP) was previously earned, the grade and unit credit shall be included each time for the purpose of calculating the GPA. **Documentation must be attached to certify that course repetition is necessary to complete legally mandated training.*

Repeating a course beyond the maximum times allowed due to extenuating circumstances (regardless of substandard or non-substandard grade earned. Extenuating circumstances is defined as verified cases of accidents, illness, or other life changing events beyond the control of the student. The previous grade and unit credit will be disregarded in computing the GPA. A withdrawal is a non-evaluative symbol and does not alleviate a substandard grade. **Documentation must be attached.*

Repeating a course due to a significant lapse of time, where a passing grade (CR or P) or C or better was previously earned. A significant lapse of time is defined as at least 36 months. All coursework shall remain on the student's permanent record. The previous grade and credit will be disregarded in computing the GPA. Course repetition based on significant lapse of time may only occur once.

- Institution I am transferring to requires this course to be taken recently. **Documentation must be attached.*

My employer requires this course to be taken recently. **Documentation must be attached.*

This form must be filled out prior to turning it into Admissions and Records.

1. Fill out your name, LCC ID Number, phone number and email address.
2. Indicate the course you want to repeat. Include the course name, section number and term.
3. Check off the applicable condition to repeat the course. **Documentation must be attached.*
4. Attach a current copy of your LCC transcript.
5. Sign the form and date it.
6. Obtain the required signature from the Chief Student Services Officer.
7. Return the completed form to Admissions & Records for **review** and processing.

Provide a written statement below explaining how you will be successful on this attempt.

Student Signature _____ Date _____

For Office Use Only: D Approved O Denied

Dean of Student Services _____ Date _____