IMPERIAL VALLEY COLLEGE
Office of Admissions and Records

Petition To Repeat Course
GRADE OF A, B, C, CR or P PREVIOUSLY EARNED - *Instructions and Information*

READ THIS BEFORE COMPLETING FORM

By California law, students may not repeat courses in which they have earned grades of A, B, C, CR, or P unless they meet one of the criteria below (check the box that applies to you):

☐**A.** The course is needed to meet a legally mandated training requirement as a condition of continued paid or volunteer employment (such as renewing professional certification). Some applicable courses include AJ 141, CDEV 102, EMT 105 or 107, HE 102. If you are requesting permission to repeat a course for this reason **do not use this form**. Ask for the form entitled *Request to Repeat Course Due to Legally Mandated Training Requirement.*

☐**B.** A significant change in industry or licensure standards since the student previously took the course **and** the student must take the course again for employment or licensure. **Documentation required**.

☐**C**. A significant lapse of time of at least 3 years has passed since the course was taken and the course must be taken again because of a recency prerequisite requirement on the course by the district or another institution of higher education to which the students seeks to transfer. For instance, students who are applying for admission to the IVC Registered Nursing program must have completed Anatomy and Physiology within the past 10 years, and Microbiology within the past 7 years. **Documentation required supporting this exception.**

☐**D**. The previous grade earned was at least in part, the result of extenuating circumstances. By law, extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. **Documentation required supporting this exception.**

INSTRUCTIONS

1. Check the box above that applies to you (B, C, or D). If box A applies this is the wrong form.

2. **Forms received after late registration may not be considered for that semester**. Complete Part 1 of the form in full with every blank filled in and every question answered; if you do not have all phone numbers requested, indicate "N/A."

3. Attach an additional sheet explaining in full why you need to take this course again. Your explanation must be in English. **List your full name & student ID number on the sheet.**

4. Meet with a Counselor to review the repeat policies and discuss options available to you. The counselor will complete Part 2 of the form, as well as the Counselor Review and Recommendations Form.

5. If your request is denied by the Counselor, you will not be given permission to take the course again. If the Counselor agrees with your request take this completed form, together with the *Counselor Review* form that will be given to you by the Counselor, to the Admissions and Records Office in the Administration Building (# 10). Office hours are 8:00 a.m. to 5:00 p.m. Monday, Thursday and Fridays, and 8:00 a.m. to 6:30 p.m. on Tuesday and Wednesday. Forms must be received and registration completed before the deadline to register.

If your request is approved, you will not earn units again for the course. The grade taken this time will replace the previous grade earned in the calculation of your GPA. Exception to this rule is a repeat for Significant Change in Industry or Licensure Standards.

IMPERIAL VALLEY COLLEGE
Office of Admissions and Records

GRADE OF A, B, C, CR or P PREVIOUSLY EARNED – PETITION TO REPEAT COURSE

Before Completing This Form Read *Instructions and Information* On Page 1

***Part 1 – To Be Completed by Student* – Read *Instructions & Information* on Page 1 First**

Applying to repeat course in: ☐Fall_____ ☐Winter_____ ☐Spring _____ ☐Summer _____
Year Year Year Year

Student ID # **G00**_____ **IVC Email address**_____

Name_____ **Home phone**_____
Last, First, Middle

Address_____ **Work phone**_____
Street or PO Box #

_____ **Cell phone**_____
City, State, Zip

I am seeking authorization to repeat the following course_____
Example: English 110; do not use CRN

I am working toward the following at IVC: ☐ **AA or AS degree** ☐ **AA-T or AS-T** ☐ **Certificate**

My major at IVC is_____**. I belong to (check all that apply):** ☐**EOPS** ☐**SSS** ☐**DSPS**

Attach a separate sheet explaining in full why you need to take this course again. List your full name & student ID number on the sheet. Your explanation must be in English.

Student's signature_____ **Date submitted**_____

Part 2 – To Be Completed by Counselor

Date student counseled, information sheet completed, and copy given to student _____ Extension_____

Counselor's printed name_____ Counselor's signature_____

Part 3 – To Be Completed by Admissions and Records Office

Registration permit input in SFASRPO By_____ Date_____ Revised 07/14