

**IMPERIAL VALLEY COLLEGE
PETITION TO REPEAT COURSE
COUNSELOR REVIEW AND RECOMMENDATIONS**

COUNSELOR'S REVIEW

Student's Name _____ **Student ID** GOO _____
Last, First, Middle

Course _____ **Term:** Fall _____ Winter _____ Spring _____ Summer _____
(Expl: ENGL 110; not CRN) Year Year Year Year

Prerequisite(s) _____ **Rec. Prep(s)** _____

Req. met by course _____ **Assessment** _____
Course, Term Taken, Grade Test/Multiple Measures, Date Taken, Score, Placement

Course(s) taken previously & grades earned in chronological order (recent term first).
 NOTE: If course(s) is in progress in the current term, petition cannot be evaluated until final grade is posted.

| <u>Course Title</u> <u>when taken</u> | <u>Term &</u> <u>Year</u> | <u>Posted Grade</u> | <u>Course Title</u> <u>when taken</u> | <u>Term &</u> <u>Year</u> | <u>Posted Grade</u> |
|--|----------------------------------|---------------------|--|----------------------------------|---------------------|
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

Applicable comments in SPACMNT? No _____ Yes _____

Check 1: Denied; does not meet prerequisite requirement Approved Denied; does not meet legal criteria Legally Permissible but not recommended until student takes action below

Recommendations: _____

Counselor's Printed Name _____ **Counselor's Signature** _____ **Date** _____

If **Approved:** give the student the original petition & original of this form to take to Admissions & Records. If **Denied:** give student a copy of this form. Counselor submits original petition & original of this form to A & R for filing & tracking.

STUDENT'S STATEMENT OF UNDERSTANDING

If one of the "Denied" boxes is checked above, you may not take this course again at IVC. If the Counselor has checked "Approved" or "Legally Permissible" you may proceed with this Statement of Understanding.

I understand that I am allowed a maximum of three enrollments in a course this includes withdrawals and substandard grades. By California law, the only possible exceptions are active duty military personnel receiving orders to depart for duty in another location, or a documented extenuating circumstances such as illness, accidents, or other circumstances beyond the control of the student.

Student's Signature _____ **Date Signed** _____

Instructions to student: If Counselor has checked "Approved" or "Legally Permissible," take the *Petition to Repeat Course* with this form to the Admissions and Records Office in the Administration Building #10 before the deadline to register. Do not have any other person turn in the form for you. Instructions for registration will be given to you by that office.