



**PETITION FOR COURSE REPETITION DUE TO WITHDRAWAL OR  
SUBSTANDARD GRADE**

**Student Information**

Name: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*No. & Street City State Zip Code*

Phone: \_\_\_\_\_ Student ID: \_\_\_\_\_

Email Address: \_\_\_\_\_

Term for repeated course:  Summer  Fall  Spring Year: \_\_\_\_\_

College: \_\_\_\_\_ Dept. & Course #: \_\_\_\_\_ Title: \_\_\_\_\_ Class #: \_\_\_\_\_

**Submit to the Admissions and Records Office.**

Repeat a course for which a "substandard grade" (D, F, FW, NP, NC) or a "W" was received. (Students may repeat the course twice [enroll a maximum of three times] to alleviate a substandard grade, or complete a course in which a "W" was received. The highest grade and units will be counted for transcript purposes. Regarding repetition for substandard grade, students should be advised that this is a procedure of the Peralta Community College District and may NOT reflect procedures of four-year institutions. Military Withdrawals do not count in terms of repetition restrictions, nor do withdrawals that occur due to fire or flood [Title 5, sections 55243 and 58509]).

X \_\_\_\_\_  
*Student Signature Date*

**Please Note:** If the request is approved, the Admissions and Records office at the college will register the student for the course listed. This form will be retained by Admissions and Records and all necessary transcript actions will be completed once grades have been posted at the end of the term.

**Admissions and Records Use Only**

Student enrolled in course A&R Initials \_\_\_\_\_ Grade flagged as repeat A&R Initials \_\_\_\_\_

Student did not meet criteria for repeat A&R Initials \_\_\_\_\_