



For office use only:

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## COURSE REPETITION PETITION

San Joaquin Delta College

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	<b>98-</b>		<b>@students.deltacollege.edu</b>
Last Name	First Name	Delta ID #	Phone No. <span style="float: right;">Delta Student Email</span>

Dept & No. of Course Repetition Request

Term & Year

### Please read the following before completing this petition:

Course Repetition (BP/AP 4220.1)

- A. Any course in which a grade of “D”, “F”, “NC” or “NP” has been received may be repeated ONCE in order to raise the grade. The better grade and grade points earned will be counted in computing the grade point average as if it were another new course. Units attempted, grade, and grade points of the substandard grade will be removed from the totals for the semester in which it was earned, but the course will remain listed on the student’s permanent record with the appropriate notations. In no case will duplicate units be allowed toward graduation. A course must be repeated before the next advanced course to which it is a prerequisite is attempted.
- B. Any course in which a student has received grade of “No Pass” may be repeated once in order to raise the grade to “Pass” (or to a letter grade of “A, B, C, D, or F” provided the course permits this option). If the student receives the “Pass” grade, units will be awarded. If the student receives a letter grade of “A, B, C, or D,” units and grade points will be awarded.
- C. A student may petition the Director of Admissions for permission to repeat a course more than once to address substandard grades if appropriate documentation is provided.

I am requesting course repetition for the following reason (Please indicate with a check mark which one applies):

- The course must be repeated to fulfill a degree, certificate or transfer requirement (Documentation is required- i.e. application for Degree or Certificate, Evaluation, Successful Course Completion Plan).
- No other course is available to fulfill a degree, certificate or transfer requirement (Documentation is required-i.e. application for Degree or Certificate, Evaluation, Successful Course Completion Plan).
- Other: \_\_\_\_\_

I have met with a counselor regarding this course repetition and filled out a **Successful Course Completion Plan (Page 2)** to ensure the course will be successfully completed by the end of the term requested.

Student’s Signature \_\_\_\_\_ Date \_\_\_\_\_

## SUCCESSFUL COURSE COMPLETION PLAN

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_ **Delta ID # 98-** \_\_\_\_\_

I am recommending the following to ensure that the above student's requested course repetition for \_\_\_\_\_ will be successfully completed:  
Dept. & No. of course repetition requested

- Enroll in no more than \_\_\_\_ units.
- Contact the appropriate Learning Center for subject tutoring:
  - Reading, Writing & Learning Center
  - Math & Science Learning Center
  - Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Counselor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Counselor's Printed Name \_\_\_\_\_

I have discussed the **Successful Course Completion Plan** with my counselor and agree to follow the recommendation given regarding this petition. (sign below)

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**ACTION TAKEN:**

**Granted:** Your petition requesting permission to repeat a course after two or more attempts has been granted. However, there are several limitations that apply to this approval:

1. You must request permission from the instructor to add to the course once classes have begun.
2. You must provide your instructor with a copy of this petition to repeat the approved class.
3. You will be allowed to enroll only **AFTER** all other credit seeking students have been added.
4. Your grade and grade points will not be included in the cumulative grade point average.

**Denied**

**Other** \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Director of Admissions & Records Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTICE TO THE INSTRUCTOR OF THE PETITIONED COURSE: An Instructor Add Memorandum must be completed and submitted to Admission & Records if you are allowing this student to enroll after all other credit seeking students have been added to the course.**