How Do I File a Petition to Repeat a Class?

There are a number of reasons why you may need to submit a petition to repeat a class. Among the most common reasons for filing a Petition to Repeat is to take a third attempt at a class after previously earning either two substandard grades, two “W”s, or a combination of the two. This is known as “Alleviation of Substandard Academic Work”. In this case, the third attempt will be your final attempt at the class. Should this be the case for you, you can only submit a Petition to Repeat after receiving your grade, not while the second attempt of the class is in progress. Other reasons for filing can be found at www.dvc.edu/petition-to-repeat. For more information, contact Carissa Craig at ccraig@dvc.edu.

1. Head to www.dvc.edu/petition-to-repeat, and log in with your InSite username and password. Read the instructions at the top of the page carefully.

2. Your name, email address and Student ID number should already be entered. Check to see they are correct.

3. Enter the course abbreviation and number. You can check the catalog or schedule if you are unsure what it may be. Semester abbreviations are “SU” for Summer, “FA” for Fall, and “SP” for Spring.

4. List the previous attempts you have taken of the class. If you are unsure, log in to InSite and check your unofficial transcript. Be sure to use the semester abbreviations as mentioned above.
5. Read the description for “Alleviation of Substandard Academic Work”. Check the box if this applies to you.

6. If you have another reason for submitting a Petition to Repeat, carefully read through the other options listed. The other options all require **supporting documentation**. Make sure to include links to this documentation in the comment box at the bottom of the page.

7. Submit the form. You will receive a response in your InSite email. Log in to InSite and click the “Email” tile for access.

8. If you are approved to repeat the class, registration can be completed on InSite. Click on the Plan-Progress tile to complete your registration. If you need assistance with registering, please see our document on “[How do I register for classes online](#)”. 

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**How Do I File a Petition to Repeat a Class? ...continued**

- **Alleviation of Substandard Academic Work (Title 5 § 55040(b) (2))**: Repeating a course in an effort to alleviate a substandard grade; a substandard grade (D, F, NC, or NP) and/or a withdrawal (W) has been earned two times.
  - The third attempt is the final attempt.
  - Both a substandard grade and/or a W count as an attempt.
  - The previous grade will be disregarded in computing the student's grade point average.
  - The substandard grade will remain on the student’s transcript with a notation that the course has been repeated.
  - A withdrawal is a non-evaluated symbol and does not alleviate a substandard grade.

- **Significant Lapse of Time (Title 5 § 55040(b) (3))**: I have received a satisfactory grade for a non-repeatable class (A, B, C, CR, or P) AND there has been a significant lapse of time (3 or more years) since I took this course. AND
  - Diablo Valley College has established a recency prerequisite for the above course. (Must submit supporting documentation)
  - OR
  - My transfer institution has a recency requirement which necessitates a repeat of the above course. (Must submit supporting documentation)
  - All units and grades will be counted in GPA.

- **Legally Mandated Course (Title 5 § 55040(b) (8))**: A student can repeat a course that is required by a statute or regulation as a condition of employment, and the student is employed or actively seeking to be employed for a paid or volunteer job for which the course is required.
  - All units and grades will be counted in GPA. (Must submit supporting documentation)

- **Occupational Work Experience (Title 5 § 55040(b) (6))**: A student can repeat a course due to significant change in industry or licensure standards since the student last took the course and the course is required for employment or licensure.
  - All units and grades will be counted in GPA. (Must submit supporting documentation)

- **Extenuating Circumstances (Title 5 § 55040(b) (5))**: Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student.
  - Student has received multiple substandard grades for a non-repeatable class and has enrolled in the course 2 times.
  - Due to extenuating circumstances during the most recent attempt, the student is seeking approval to repeat the class beyond the maximum allowed.
  - A maximum of two substandard grades may be alleviated from GPA calculations. (Must submit supporting documentation)