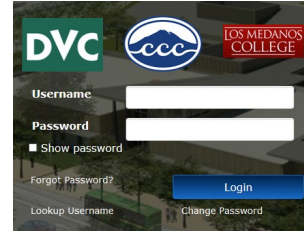


# How Do I File a Petition to Repeat a Class?

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](http://www.dvc.edu/petition-to-repeat). For more information, contact Carissa Urbalejo at [curbalejo@dvc.edu](mailto:curbalejo@dvc.edu).

1. Head to [www.dvc.edu/petition-to-repeat](http://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.



STUDENT MUST COMPLETE ALL INFORMATION REQUESTED

Name:  ID Number:

Email:

I hereby request approval to repeat (enter DVC course abbreviation and number ex: Math-120)

Semester you are planning to repeat the class (ex: FA 15, SP 16, SU 16)

List ALL attempts of this class including Ws, NP (not passing or no credit), and grades A-F:

Semester	Grades
1. <input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>
4. <input type="text"/>	<input type="text"/>

**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

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

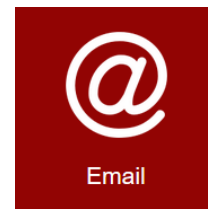
6. If you have another reason for submitting a Petition to Repeat, carefully read through the other options listed. The other options all require **supporting documentation**. Make sure to include links to this documentation in the comment box at the bottom of the page.

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

8. Registration for approved classes can only be done in person. To do this, complete a **Schedule Request Form**. These can be found online, or at Admissions and Records. The “Course Registration/Adds” section is the most important part. Instructor signature is only needed if also using a Late Add code to register.

9. Submit the completed Schedule Request form alongside the printout of your approval email to Admissions and Records.

- 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 3 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)**



COURSE REGISTRATION/ADDS

SECTION	COURSE	UNITS	TIME	INSTRUCTOR SIGNATURE	ADD CODE	COMMENTS
Example: 0001	Eng 122	3	1-3PM	Add code or signature required once course begins or when course is full	0001	Office use only