

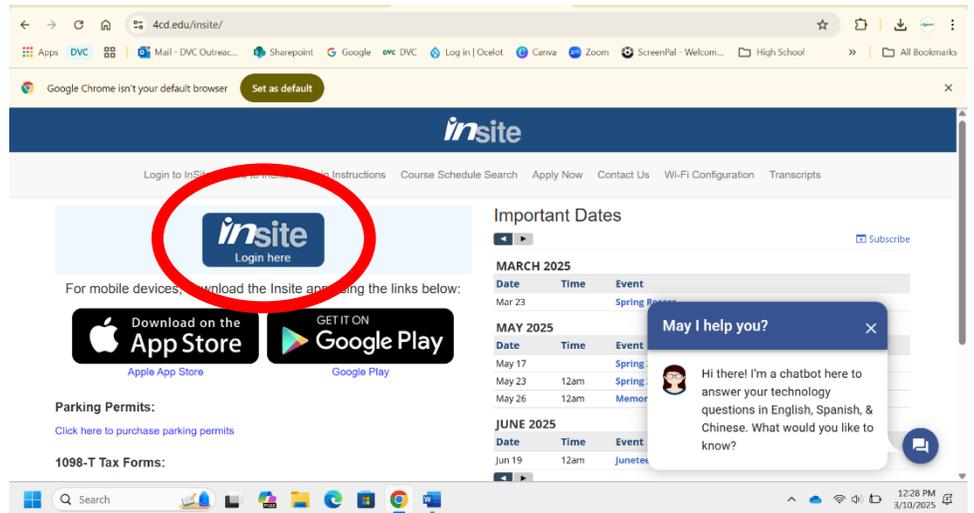
How do I file a petition to repeat a class?

Step 1:

Go to <http://m.4cd.edu> (or use the InSite app) and sign in using your DVC username and password.

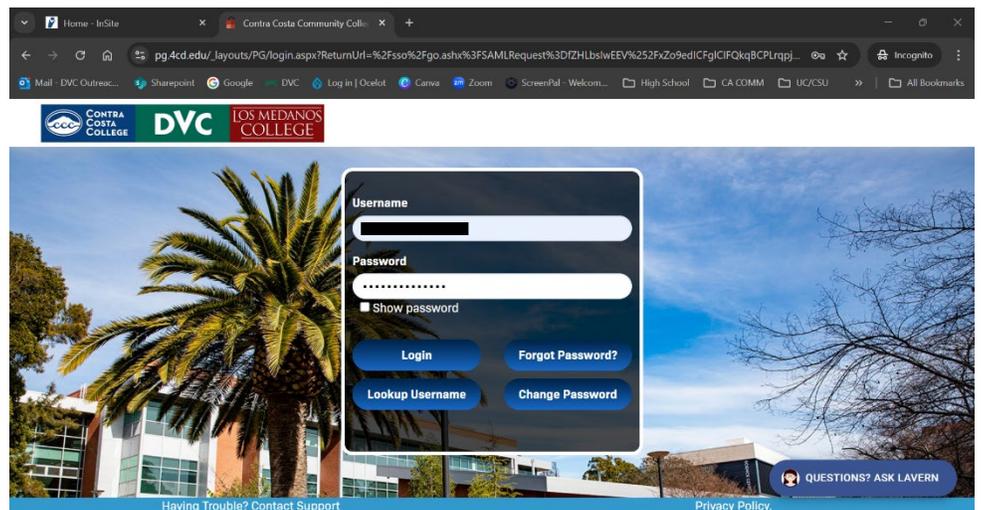
Step 2:

Select the “InSite Login Here” button.



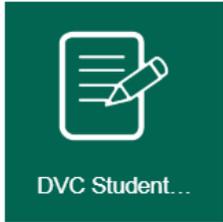
Step 3:

Log into InSite using your student username and password.



Step 4:

When you login successfully to InSite, click the green “DVC Student Forms” tile.



Step 5:

Once you click the tile, different forms will appear.

Click the one titled “Petition to Repeat a Course”.

- ☰ Assessment Clearance Form >
- ☰ California Residency Reclassification Request >
- ☰ Data Change Form >
- ☰ Document Uploader >
- ☰ IGETC/CSUGE Request >
- ☰ Pass/No Pass Request >
- ☰ **Petition to Repeat a Course** >
- ☰ Prerequisite Equivalency Form >

Step 6:

You should now be at the form. Please make sure to read all directions carefully to make sure your class qualifies for this form.

Put in the corresponding information for your class. (Example: Class abbreviation would be Math-120).

DVC Petition to Repeat a Course

Please **READ** the directions carefully before submitting your petition

1. If you have only taken this course **TWICE** and received a substandard grade (F, NP, D), W, or incomplete grade DO NOT fill out this form. A petition to repeat is only required if you have earned **THREE** substandard grades or TWO "Ws" (or a combination).
2. Classes in progress **CANNOT** be reviewed until **FINAL** grades are posted. Make sure to submit your petition once all your grades are posted.
3. Allow **3-5 BUSINESS DAYS** for the petition to be processed (or longer during peak registration times).
4. Check your Insite email for the final decision, **DO NOT SUBMIT DUPLICATE PETITIONS!**

California Title 5 Regulations, as amended, determine the conditions and processes related to repetition, enrollment, and apportionment limits at California Community Colleges. Unless a course is noted as "repeatable" officially, the student who receives a satisfactory grade (C, CR, or higher) cannot repeat the course, unless an exemption applies. If a student receives a substandard grade and/or withdraws from the course, the student is allowed to enroll in that course **TWO** more times (for a total maximum of **THREE** enrollments). California Title 5 Regulations specify the circumstances under which a student may repeat a course per section 55040-55045. This petition is required for consideration of course repetition; all required documents must be provided for petition consideration.

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)

Step 7:

This form will ask you for crucial information, such as the semester you plan on repeating the class, and the previous semester you took the class. Make sure all this information is filled out on the form correctly.

Additionally, the form will give you options for why you wish to repeat this course.

Please the select the option that applies to you.

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"/>	-- Please Select --
2 <input type="text"/>	-- Please Select --
3 <input type="text"/>	-- Please Select --
4 <input type="text"/>	-- Please Select --

Check which applies to you:

- 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.
- 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**
- 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.

Step 8:

Once you approach the end of the form you will be asked to sign your name electronically.

Type your name so that it matches the listed name above.

Electronic Signature

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your first name in the first field, and your last name in the second field. Your name must match the names displayed in the dialog. Next, click the "Sign Electronically" button to save your information and submit your electronic signature.

The screenshot shows a web form for electronic signing. At the top, there are two rows of blacked-out text representing the user's name. Below this are two text input fields, one for the first name and one for the last name. Underneath the input fields are two buttons: a light gray button labeled "Previous" and a dark gray button labeled "Sign Electronically".

If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

[Opt out and print](#)

Once you finish sign electronically and then submit the form. Processing from Admissions and Records should take 3-5 days. Notifications will only be sent to your Insite student email, so ensure you check it regularly for updates.
