

COURSE REPEAT PETITION			
DATE: _____			
STUDENT INFORMATION			
EVC Student ID: _____			
First Name: _____		Last Name: _____	
Phone Number: _____		Email: _____	
Address: _____			
COURSE TO BE REPEATED			
DEPT: _____	COURSE #: _____	TITLE: _____	TERM/YEAR: _____
REASON TO REPEAT A COURSE			
<i>Instructions: Circle reason number and check appropriate box (if applicable)</i>			
1. REPEATING COURSE TO ALLEVIATE SUBSTANDARD WORK WHICH HAS BEEN RECORDED IN THE STUDENT'S RECORD (TITLE 5, SECTION 55042) SECOND REPEAT FOR D, F, FW, W OR NP – REQUIRES COUNSELOR APPROVAL <i>(Student returns this approved petition to Admissions & Records along with transcript highlighting repeated courses)</i> THIRD REPEAT FOR D, F, FW, W OR NP – REQUIRES DEAN OF STUDENT SUCCESS APPROVAL <i>(Counselor submits completed petition along with student transcript to Dean's office. Student will be notified within three business days)</i>			
2. REPEATING COURSE DUE TO A SIGNIFICANT LAPSE OF TIME – MORE THAN THREE YEARS (TITLE 5, SECTION 55043- ONE TIME ONLY)			
3. REPEATING COURSE TO MEET A LEGALLY MANDATED TRAINING REQUIREMENT AS A CONDITION OF CONTINUED PAID OR VOLUNTEER EMPLOYMENT (TITLE 5, SECTION 55041)			
4. REPEATING COURSE COMPLETED WITH C OR HIGHER DUE TO EXTENUATING CIRCUMSTANCES (TITLE 5, SECTION 58161- ONE TIME ONLY)			
FOR COUNSELOR USE ONLY (FOR 2ND REPEAT ONLY)			
<i>Instructions: Please verify the number of times the student attempted the course and provide your recommendation for attempting the course again, including any agreed-upon interventions.</i>			
Recommended Interventions			
<input type="checkbox"/> Tutoring(Require for 2 nd repeat)		<input type="checkbox"/> Instructor's Office Hours	
<input type="checkbox"/> Study Group		<input type="checkbox"/> Student Success Workshops	
		<input type="checkbox"/> Other _____	
APPROVED _____ DENIED _____			
COUNSELOR NAME: _____		EXT.: _____	
COMMENTS _____ _____			
COUNSELOR SIGNATURE: _____		DATE: _____	
STUDENT SIGNATURE: _____		DATE: _____	
STUDENT SUCCESS DIVISION RECOMMENDATION: (FOR 3RD REPEAT ONLY)			
<input type="checkbox"/> APPROVED			
<input type="checkbox"/> DENIED			
REASON: _____		POSTED BY: _____	
DEAN OF STUDENT SUCCESS SIGNATURE: _____		DATE: _____	

