Sometimes students may fail a course and need to repeat it. Should you find yourself in this situation, here’s what to do:

**First Repeat**
- A&R Office confirms first repeat
- A&R clears student for registration

**Second Repeat**
- Complete a Request to Repeat Form
- Meet with a Counselor
- Take signed form to Admissions and Records for clearance to register

**Third Repeat**
- Complete a Request to Repeat Form
- Meet with a Counselor
- Counselor submits recommendation to the Dean of Counseling

If denied the student will be called by the Dean of Counseling Office and informed they have been denied.

If approved the student will be called by the Dean of Counseling Office to pick up form to take to A&R for clearance to register.

Students with disabilities may qualify for additional repetitions and should contact the Disabilities Support Program (DSP) at (408) 270-6447 (Voice) or (408) 238.8722 (TDD). The DSP is located in the Student Services Center, Room SC-120.