

Student Name:	Student ID #:
WCC Email Address:	Phone Number :
Degree/Certificate Program:	Quarter/Year Anticipated Graduation

***Most courses may only be repeated a maximum of two times. Please review WCC's Repeating a Course excerpt from the 2012-2014 course catalog on the back of this form for details.***

I hereby petition to repeat \_\_\_\_\_ in \_\_\_\_\_ Quarter \_\_\_\_\_.  
I have attached the following required documents to support my request:

- Degree plan with ideal course or courses selected for the next 3 quarters built in Starfish or attached
- All unofficial transcripts (WCC and other institutions)
- Placement assessment scores exist in WCC for both Math and English
- Success plan (below) created in collaboration with an academic coach, or other support staff

If your course repeat petition is approved, what steps will you take to successfully complete the course? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the circumstances that require you to repeat a course repeat beyond the maximum limit of repeats. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If your course repeat petition is denied, what is your alternate plan for completing the course/requirements? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Repeating a Course**

Some course are designated as repeatable for additional credit up to the maximum specified. A separate grade is issued for each completion. See Individual course descriptions for such courses.

For courses other than those designated as repeatable credit. A student may only repeat a course a maximum of 2 times (this is defined as two repeats in addition to enrollment). The student must submit a Course Repeat Card to the Registration Office at the time of registration. Each grade received will appear on the student's academic transcript, but only the credits and grade with the higher grade point value will be used to compute grade point average. The course with the lower graded will be designated with "R" symbol to designate that is has been repeated.

*Caution: Other colleges and universities may not accept a grade earned in a repeated course. If accepted, that grade may be treated differently in the calculation of grade point average.*

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**For Office Use Only**

Petition       Denied       Granted

Signature \_\_\_\_\_ Date \_\_\_\_\_

Conditions \_\_\_\_\_

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