



# CERRITOS COLLEGE Academic Records & Standards (A&S) Petition

## SECTION I: STUDENT INFORMATION

Cerritos College Student ID: \_\_\_\_\_

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

If you would like to enroll in the same class for the third and final attempt at Cerritos College, you may request permission by submitting an Academic Records & Standards (A&S) Petition to [ascommittee@cerritos.edu](mailto:ascommittee@cerritos.edu). Please make sure to follow the instructions on the form.

The Academic Records & Standards (A&S) Committee will review your petition and notify you about the status of your request via your My Cerritos portal.

Once you have submitted the A&S Petition, it may take up to 10-14 business days for the committee to review. Be sure to submit this petition prior to your scheduled enrollment date to avoid enrollment delays. If approved, I understand this is my last and final attempt.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## SECTION II: REQUESTED COURSE INFORMATION

Semester/Year (Select One):     Fall     Spring     Summer    Year: \_\_\_\_\_

Course to Repeat: \_\_\_\_\_    Example: ENGL 100

Please provide the class number for the course (if applicable): \_\_\_\_\_    Example: 25689

Course to Repeat: \_\_\_\_\_    Example: COUN 200

Please provide the class number for the course (if applicable): \_\_\_\_\_    Example: 30891

## SECTION III: STUDENT EXPLANATION

Please provide an explanation on your first two attempts and include your success plan for the upcoming semester.

**CERRITOS COLLEGE**  
**Academic Records & Standards (A&S) Petition**

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**Instructions for Students:**

**1. Complete the A&S Petition.**

You may attach an additional page if needed to explain your situation. You may attach documentation to support your request.

**2. Submit the A&S Petition to [ascommittee@cerritos.edu](mailto:ascommittee@cerritos.edu)**

**3. The committee will review your petition within fourteen business days.**

**4. Receive a notification about the status of your petition within the Message Center in MyCerritos.**

If the petition is approved, the committee will send you a communication via the Message Center in MyCerritos and you will be enrolled into the course(s) and class number(s) provided on the petition form (Section 2), if the course(s) is not full/closed.

If the petition is denied, the committee will send you a communication via the Message Center in MyCerritos.

**5. Pay your fees online on My Cerritos student portal.**

**Additional Resources for Students:**

**Academic Support Keys (ASK):**

Guided academic assistance to successfully complete your Math and/or English course.

Enroll here <https://www.cerritos.edu/ask/>

**AED Math Support Courses:**

Enroll here <https://www.cerritos.edu/aed/support-classes.htm>

**Counseling:**

Visit <https://www.cerritos.edu/counseling/>