



CERRITOS COLLEGE

Course Repetition Due to Special Circumstances

SECTION I: STUDENT INFORMATION

Name: _____ Student ID #: _____ Date of Birth: _____
Phone Number: _____ Email Address: _____

SECTION I: PURPOSE

This petition is to be used to request approval to repeat a course where a "C" or better grade was earned under specific circumstances as noted below.

Documentation is required. Failure to provide all required documentation may result in the petition being denied.

DIRECTIONS:

1. Read and complete this petition.
 2. Attach the required explanation & documentation
 3. Submit the form to the Admissions & Records Office at ascommittee@cerritos.edu. Allow up to 10-14 business days for the committee to review.
 4. Check the Email indicated on this form. Admissions will notify you about the status of your request through your stated Email address.
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SECTION II: COURSE REPEAT WITH A PASSING GRADE (A, B, C, CR, P)

1. A student may petition through the Admissions & Records Office to repeat any successfully completed course. Check the box that applies:
 - There has been a significant lapse of time and has a recency requirement (more than 35 months)
 - There has been a significant change in industry or licensure standards
 - The course is required to maintain a professional license or it is legally mandated
 - There are extenuating circumstances
 - Student with disabilities repeating a special course
2. Successful completion of a course originally passed does not carry additional credit toward a degree or certificate nor replace the original grade (if granted, a course may be repeated once).

I have read the guidelines listed above and I'm petitioning to repeat the following:

Semester/Year (Select One): Fall Spring Summer Year: _____

Course to Repeat (Ex. RE 130): _____ Class number (if applicable) (Example 25689): _____



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STUDENT EXPLANATION

Explain the reason for requesting to repeat the course(s) listed above. Include documentation such as: change in industry, licensure standards, program admission requirements, and/or evidence that the course is required as a condition of employment. Provide documentation to support your request, appeals without documentation may be denied.

I understand that the previous grade(s) will remain on my transcript, and the exclusion of the grade is to be reflected in my cumulative grade point average.

Student's Signature: _____

Date: _____