

PALO VERDE COLLEGE

PETITION FOR COURSE REPETITION

Course to be repeated:

Course Code _____ Course # _____ Course Title _____ Term/Yr ____/____

Previous Terms/Yrs and Grades:

Term/Yr ____/____ Grade _____; Term/Yr ____/____ Grade _____; Term/Yr ____/____ Grade _____

What will you do in order to be successful this term? _____

**Course Repetitions could affect financial aid eligibility (copies of all petitions are routed through the Financial Aid Dept).

Student Name _____

ID # _____

Address _____

Phone Number _____

Student Signature _____

Date _____

Office Use Only

Courses may be repeated only under the following circumstances:

Check all that apply:

_____ Student has earned a substandard grade of "D", "F", "NC", "NP" or "W" in the above course. (Previous Terms/Yrs and Grades must be entered as described above)

_____ Student may enroll in the above course for the third time and final attempt.

_____ Student is on probation and must repeat the course.

_____ Student has previously received three (3) "W's" in the above course. (This petition must be submitted to the /VP of Student Services for approval as no apportionment can be collected for this enrollment). Approved Denied

VP of Student Services _____ Date _____

_____ Student earned a passing grade, and an unavoidable and considerable lapse of time (5+ years) has transpired following the successful completion of a prerequisite. This course is essential to a student's continued progress. ***In this instance, the petition must be submitted to the VP of Student Service for approval and will do so only after consultation with the appropriate professor.*** Approved Denied

VP of Student Services _____ Date: _____

_____ The course is required to maintain licenses or certificates for purposes of employment, or courses in public safety, which require periodic refresher training.

Petition Granted _____

Petition Denied _____

Counselor's Signature _____

Date _____

Date Posted on Transcript _____

Comments: _____

Petition for Course Repetition Process

1. Student meets with Counselor/Advisor to determine if course repetition is appropriate.
2. If appropriate, student is instructed to complete the “PETITION FOR COURSE REPETITION” form along with paper registration forms.
3. If course repetition is approved, the forms are forwarded to the Admissions and Records Office. If the form is denied, the student will be contacted of the denial in a timely manner and then the petition will be forwarded to Admissions and Records for scanning to student record.
4. Student account will be charged with the enrollment fees (if BOGW eligible, the fees will be offset within Colleague). Any fees owed can be paid online or in the Business Office.