



Petition to Repeat a Course

Evaluations Office | evaluations@palomar.edu | (760) 744-1150 Ext 2165

Purpose: Per California Administrative Code, Title 5, Section 55040, students who receive any combination of W, D, F, FW, NP, or NC grades in the same course for a total of three attempts may not enroll in the same course again. Additionally, courses in which a grade of "C" or better was earned cannot typically be repeated. This petition allows for consideration of special cases that may warrant an additional course attempt. If approved, the fourth attempt must result in an evaluative grade. Please refer to [Valid Reasons to Submit a Petition](#) for more information. If approved, the fourth attempt must result in an evaluative grade. Students will be notified of the decision via email.

Instructions: Submit to the Evaluations Office: evaluations@palomar.edu | Student Services Center 1140 West Mission Road San Marcos, CA 92069

Section A: Student Information

Student's Name - Last, First, MI		Palomar ID Number
Current Declared Major	E-Mail Address	

Section B: Course to be Repeated

Select Semester/Year to Repeat Course: ☐ Summer _____ ☐ Fall _____ ☐ Spring _____
(Year) (Year) (Year)

Course to be Repeated: _____ Class Number: _____
(Example: MATH 60) (Example: 71235)

Section C: Circumstances (Select from Below)

<input type="checkbox"/>	Disabled Students as Part of a Disability-Related Accommodation -Special courses for students with disabilities can be repeated any number of times based on an individualized determination that such repetition is required as a disability-related accommodation for that particular student. Please attach supporting documentation.
<input type="checkbox"/>	Extenuating Circumstances -A student may petition to repeat a course where a previous standard or substandard grade was earned, one time, for extenuating circumstances based upon extreme documented, verifiable situations beyond the student's control. Please attach supporting documentation.
<input type="checkbox"/>	Legally Mandated Training Requirement -The student is required to certify or document that course repetition is legally mandated. The grade and credit will be included in the student's grade point average each time the course is taken. Please attach supporting documentation.
<input type="checkbox"/>	Repeatable Course -(Exceeding 4 enrollment limit) Courses necessary for CSU/UC bachelor's degree major requirements, intercollegiate athletics, academic, or vocational courses.
<input type="checkbox"/>	Significant Change in Industry or Licensure Standards -The student is required to certify or document that there has been a significant change in industry or licensure standards necessitating course repetition. Please attach supporting documentation.
<input type="checkbox"/>	Significant Lapse of Time -A student may repeat a course one time if it has been at least 3 years since a standard grade ("C" or better) was earned AND if there is an established recency prerequisite for a course or program. Please attach supporting documentation.

Section D: Student Statement

Please explain why you need to repeat the course, **including what you plan to do to ensure success** (attach additional sheet if necessary).

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Student Signature

Date

FOR OFFICE USE ONLY:

Approved: ☐ Denied: ☐ Claim Apportionment: Yes: ☐ No: ☐ Date Processed/Initials: _____

Comments: _____

Dean of Enrollment Services Signature

Date

Valid Reasons to Submit a Petition to Repeat a Course

Evaluations Office • 1150 West Mission Road, San Marcos, CA 92069 • www.palomar.edu/evaluationsandrecords/ • (760)744-1150 Ext 2165

Repetition of Special Courses for Students with Disabilities

May be repeated any number of times based on an individualized determination that such repetition is required as a disability- related accommodation for that particular student for one of the following reasons:

- The student's continuing success in other courses (general or special) is dependent on additional repetitions of the special course,
- The student's need to enroll again in the special course is to be prepared for enrollment in regular or special courses, or
- The student's educational contract specifies a goal in which additional enrollments in the special course will help further that goal.

The grade and credit will be included each time for the purpose of calculating the GPA. The grade and credit will be included each time for the purpose of calculating the GPA.

Repetition Due to Extenuating Circumstances (Excludes Repeatable Courses)

May be repeated one time only based on a finding that the student's previous grade was due, at least in part, to extenuating circumstances. The previous enrollment can be substandard (D, F, FW, NP, NC) or passing (A, B, C, P, CR) and may not be non- evaluative (I, IP, RD, W). May be repeated one time only based on a finding that the student's previous grade was due, at least in part, to extenuating circumstances. Extenuating circumstances are documented cases of accidents, illness, or other life-changing events beyond the control of the student that necessitated an extended absence for a course. Appropriate supporting documentation of the circumstances must be submitted. The previous grade and credit will be disregarded in computing the GPA. Course repetition based on extenuating circumstances may only occur once.

Repetition to Meet a Legally Mandated Training Requirement

May be repeated any number of times based on the determination that the course is legally mandated by statute or regulation as a condition of paid or voluntary employment. This requirement is two-fold

- The course is required by a statute or regulation as a condition of employment, **AND**
- The student is employed or seeking to be employed for a paid or volunteer job for which the course is required.

Appropriate certification or documentation of the mandated training must be submitted. The grade and credit will be included each time for the purpose of calculating the GPA.

Repeatable Courses

Only the following types of courses are repeatable:

- Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree.
- Intercollegiate athletics; and
- Intercollegiate academic or vocational competition.

Appropriate supporting documentation must be on file with the district. A student may alleviate up to two substandard grades within designated repeatable courses. A subsequent passing grade may alleviate an immediately preceding substandard grade.

Repetition Due to a Significant Change in Industry or Licensure Standards

May be repeated any number of times as a result of a significant change in industry or licensure standards such that repetition of the course is necessary for employment or licensure. This requirement is two-fold:

- There has been a **significant** change in the industry or licensure standards since the student previously took the course, **AND**
- The student must take the course again for employment or licensure.

Appropriate certification or documentation of evidence of a significant change in industry or licensure standards necessitating course repetition must be submitted. The grade and credit will be included each time for the purpose of calculating the GPA.

Repetition Due to Significant Lapse of Time

May be repeated one time only when a satisfactory grade was received and there has been a significant lapse of time of no less than 3 years since the grade was obtained. The following circumstances apply:

- A recency prerequisite exists for a course or program; or
- Another institution of higher education to which the student seeks to transfer has established a recency requirement which the student will not be able to satisfy without repeating the course in question.

Appropriate supporting documentation of the circumstances must be submitted. The previous grade and credit will be disregarded in computing the GPA. Course repetition based on significant lapse of time may only occur once.