



EL CAMINO COLLEGE COMPTON CENTER

STUDENT PETITION FOR REPEAT DUE TO SUBSTANDARD GRADES AND/OR EXCESSIVE W's

SECTION 1

_____	_____	_____
Last Name	First Name	Student ID Number
_____	_____	_____
Telephone Number	Alternate Telephone Number	Email
_____	_____	
Course Name	Course Number	

SECTION 2

_____ I received a substandard grade (F, D, No Pass) in the same class three times – no W's. (attach explanation)

_____ I received a W in the same class three times and never received a substandard grade (F, D, No Pass) (attach explanation).

_____ I received a substandard grade (F, D, No Pass) or a W on my first attempt. When I repeated the class I received another substandard grade or a W (attach explanation).

_____ I received a passing grade when I took the class. However, due to a significant lapse of time or extenuating circumstances I need to retake the class (attach an explanation of the circumstances).

SECTION 3

Include all enrollments (attempts) in the course and attach academic transcript. See back of petition for instructions.

Attempt	Term	Year	Grade Received

Student's Signature

Date

Received By:	Date:	Reviewed By:	Date:
Circle One: Approved Denied	Approved/Denied By:		Date:
320 Review:	Date:	A&R Processor:	Date:

Comments:

INSTRUCTIONS

Students – It is the student’s responsibility to accurately complete this form, to attach explanations and justifications, and to provide all relevant documentation including but not limited to academic transcripts.

Section 1 – Student must legibly print their full name including any previous name they may have used at El Camino College. Include their El Camino College student ID number. If the student cannot remember their student ID number, the student may use their social security number. Student must provide a working telephone number, an alternate number, and email. The student must also provide the course name and course number that they wish to repeat.

Section 2 – Please check the appropriate box in this section.

“I received a substandard grade (F, D, No Pass) in the same class three times – no W’s.” – In most circumstances the student will not be permitted to reenroll in the course for a fourth time. However, if there has been significant lapse of time, if the student has a documented disability related to this course, or if this course may be repeatable under other sections of Title 5, this petition will be considered.

“I received a W in the same class four times and never received a substandard grade (F, D, No Pass)” – Student must provide an explanation why they did not complete the course each time they were enrolled.

“I received a substandard grade (F, D, No Pass) or a W on my first attempt. When I repeated the class I received another substandard grade or a W.” Student must provide an explanation why they did not successfully complete the course each time they were enrolled.

“I received a passing grade when I took the class. However, due to a significant lapse of time or extenuating circumstances I need to retake the class.” – Student must meet the criteria as set forth by college policy on significant lapse of time or they must provide a detailed explanation justifying extenuating circumstances.

Section 3 – Student must complete this section. The student can obtain this information from their official or unofficial El Camino College academic transcript. Please refer to the example below.

Example

Attempt	Term	Year	Grade Received
1	Fall	2006	W
2	Winter	2007	W
3	Spring	2007	F
4	Fall	2007	W

Procedure - Students must sign and date this petition and turn it into Academic Affairs Office in room C-32 for consideration. If the petition is approved, the student must take the approved petition to the Admissions and Records Office with a completed add slip. If attempting to add after the start of the semester, the student must submit the approved petition and a signed instructor add slip showing the date of first attendance. If attempting to add after the deadline to add, the student must submit the approved petition with an instructor add slip showing the date of first attendance and a late add petition.