



COURSE REPETITION APPEAL REQUEST

In Excess of Maximum Allowable Enrollments

Petition for:

- Fall
 Spring
 Summer

A: Complete the following personal information (please print)

Last Name _____ First Name _____ Middle Initial _____ # _____ Student ID # _____
(_____) _____ Phone # _____ _____ Email _____

B: Course to Repeat (one course per form): (count should include all attempts of D, F, NC, NP, & W's)

I wish to repeat this course _____ . This is my _____ attempt.

C: Attach a Student Statement using a separate sheet with your responses to the questions below.

- What are the specific extenuating circumstances and/or causes that led to your lack of successful completion in your previous enrollments? (NOTE: Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student and official supporting documentation is required.)
- Why do you need to repeat this course to achieve your educational goals (employment, degree/certificate, or transfer)?
- How have your circumstances changed to allow you to be successful if your request is approved?
- In addition to attending class regularly, completing assignments, and using a tutor, what are the steps you will take to ensure your success in this course?

D: Attach supporting documentation. Obtain approval for Course Repetition Appeal from a Counselor.

All required:

- Copy of your current Hartnell Student Educational Plan developed with an Academic Counselor.
- Official verification of extenuating circumstances.
- Written Student Statement.
- Copy of unofficial Hartnell transcripts.

Approved Denied **Counselor Signature:** _____ **Date:** _____

E: Sign, date, and return the completed petition and supporting documentation to Admissions & Records. Incomplete petitions will be returned with no action taken.

By signing this, I acknowledge that courses cannot be continually repeated and that this request may be denied. I understand that my academic record will be adjusted according to the College's Repetition Policy.

Student Signature

Date

ACTION TAKEN : Approved Denied Dean Enrollment Services _____

Signature

REASON / NOTES: Last time the course listed above can be repeated at Hartnell Community College.

Course(s) taken max amount of times; Must be repeated outside the Hartnell Community College District.

White: Admissions & Records

Yellow: Student (after Deans decision)

Pink: Student (upon submission to A&R)

COURSE REPETITION APPEAL REQUEST PROCEDURES

According to California Code of Regulations Title 5 Section 55040, 55024, 55042, 55045 and 58161, a student may repeat a course (excluding courses identified as repeatable in the college catalog) for a maximum of three enrollments in pursuit of a passing grade. Enrollment occurs when a student receives an evaluative (D, F, NC or NP) or non-evaluative symbol (W) and may not exceed three.

Course repetition and enrollment in excess of the maximum **may** be permitted in the following circumstances with the written approval of both the Hartnell College Counselor and Dean of Enrollment Services. You **may** be eligible for an exception if:

Extenuating circumstances justify a repetition in excess of the maximum enrollment of three, and you qualify based on current assessment scores, and/or you have completed required prerequisites or suggested course advisories as outlined in the college catalog.

Student Instructions

- Step 1** Pick up the Course Repetition Appeal Request Form in the Admissions and Records Office.
- Step 2** Attach a copy of all required documents as stated in Section D
- Step 3** Make an appointment to meet with a Counselor to obtain their approval/signature.
- Step 4** Upon approval from the Counselor, submit the Course Repetition Appeal Request Form to the Admissions & Records for final review and approval. You will need to also submit a Registration Master Card “blue card” that indicates the course/section you are wishing to enroll in. (Web or telephone registration cannot be used to register in repeated courses.) The Registration Master Cards are available in Admissions & Records.
- Step 5** Admissions & Records will send the results of your Course Repetition Appeal Request Form to the email address indicated on the Course Repetition Appeal Request Form within two (2) working days of it being submitted. The next steps to complete your registration process will be emailed to you. It is your responsibility to complete the next steps as outlined to you.